



Montgomery Community Action Committee & CDC. Inc. Job Description

Job Title: Head Start Director
Department: Head Start
Reports To: Chief Executive Officer

SUPERVISORY CONTROLS:

Works under the supervision of CEO. Exercises supervision of the Head Start program to include Plans, Procedures, Community Relations, and Staff Development. Exercises direct supervision of the service delivery areas of Education, Health, Disabilities, Mental Health, Nutrition, Parent Involvement, Support Services, Transition, and Family Services. Supervision and controls must conform to the Head Start Performance Standards and the guidelines of the funding agency. Performance is subject to periodic evaluations by teams acting on behalf of the funding agency. The level of effectiveness and efficiency with which the program is operated is the direct responsibility of the CEO, the Head Start Policy Council, and the Agency's Board of Directors.

RESPONSIBILITIES:

Responsible to provide supervision over the Head Start program and to develop and implement operational policies and procedures in conformance with those of the Agency and regulations, policies, etc., promulgated by the funding agency. Responsible to assure that the program is operated in a manner to provide maximum assistance to parents through offering child development services for eligible children. Further responsible to develop and implement strategies for promoting community-wide support to and interest in the Head Start program. Responsible for the development of specific goals and objectives in the Head Start program to ensure compliance with the performance standards.

PERFORMANCE STANDARDS:

Work performance is measured by the success of the Head Start program as evidenced by the performance in the annual self-assessment and in the On-site Program Review. The Director must be able to apply principles of organization and management; have knowledge of the needs, characteristics and development of the preschool child; obtain, analyze, and present statistical data; supervise, prepare and present reports, both written and oral; and make independent judgment concerning the overall effectiveness of the Head Start program. Work performance, supervision, and directions must conform to the Head Start Performance Standards dated November 7, 2016 and other applicable directives and/or regulations.

DUTIES:

1. Organizes and supervises the operation of the child development programs and centers within the geographic area served by the Agency, Assures that the programs are operated to provide maximum benefits to the enrolled children and their parents in conformance with established guidelines and regulatory controls.
2. Supervises the preparation of the annual and long-range program plans insuring that the activities and strategy for their application are directed to meeting clearly identified needs and issues.
3. Prepares periodic reports on the status of the program and its various components which outlines the progress, problems (and attendant solutions) and other particulars.

4. Serves as the liaison with other organizational elements of the Agency and with public and private agencies that are involved in providing similar or supportive services within the affected communities and geographic area. Such liaison is for the purpose of keeping abreast of developments and activities that may affect the Head Start program.
5. Prepares and implements staff training programs where such need becomes apparent from reports, inspections or other means. Coordinate such programs with the Agency's Supervision, Planning and Evaluation.
6. Continually advises the CEO of the Status of the program and its effect and impact on the served community.
7. Maintains supervisory control and responsibility of all supplies and equipment assigned to the Head Start Function.
8. Performs other duties as directed.

QUALIFICATIONS:

1. The Head Start Director, in accordance with the November 7, 2016 issuance of the Head Start Performance Standards, must have at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.
2. Must have work experience or training in the fields of Business Administration, Administration, Education, Sociology, or Social Work.
3. Must have 5 years of related experience in management, administration and have knowledge of organizational principles and concepts. Should be able to coordinate projects and apply basic management and administrative techniques.
4. Must have the ability to organize, supervise and direct the activities of others, and to establish and maintain effective working relationships with staff, parents, and others professionals.
5. Must have the ability to work in harmonious relationships with persons of various interests and backgrounds regardless of race, color, creed, religion, national origin, age, or economic and social standing.
6. Job function requires extensive local mobility and travel. The Director must have transportation, a valid driver's license, and proof of insurance.

EDUCATION REQUIRED

The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job.

PHYSICAL JOB REQUIREMENTS

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

REQUIREMENTS

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver’s License with Clearance from agency insurance provider and reliable transportation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date