

Position: Director of Educational Services	Department: Head Start
Location: Hughesville	Employment Status: Full-Time
FLSA: Exempt Grade: 17	Compensation: \$72,960 - \$109,440
Weeks Worked: 52	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: January 9, 2023	Closing Date: Until filled

Summary of Job Description:

Responsible for administration and management of all aspects of the Head Start and Early Head Start Programs in accordance with state and federal regulations. Works with Deputy Director in providing leadership; aligning all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior. Responsible for proposing center services in collaboration with county agencies and schools. Responsible for center performance, and evaluation of the Directors/Program Coordinator. Leads in the development and implementation of the procedures to hire, train, and evaluate staff. Directly accountable to the Deputy Director for the satisfactory performance of the essential job functions.

Summary of Requirements:

Bachelor's Degree in Early Childhood Education, Business Administration *or* related fields of Human Services or Human Development. Minimum of five (5) years Management/Administrative experience. Management experience preferably in an Early Childhood Development program. Experience in personnel management and budget development is required. Experience working in a nonprofit setting is preferred. Working experience and knowledge in Head Start and Early Head Start preferred. Must have a demonstrated successful track record in managing services and programs, and achieving program deliverables and outcomes, and program compliance. Experience in program implementation desired. Must be able to interpret and train others regarding federal and state regulations. Must be able to develop, coordinate, and follow through on projects. Must have strong math and analytical skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, children, and parents, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.

Responsibilities and Duties:

Directly supervise Central Office Staff. Provide structure and staffing plan that defines component functions.

Prepare Funding applications, including monitoring and reporting to funding sources, as required

- Fiscal management for the programs of Head Start and Early Head Start
- Personnel management for the programs of Head Start and Early Head Start
- Develop, implement, and coordinate the delivery of Head Start, Early Head Start services in a manner consistent with the requirements of contractual agreements, laws, regulations, funding

documents, and standards

- Serve as the Head Start/Early Head Start director as defined by federal grant expectations
- Conduct long- and short-range planning, including assessment of community needs and resources
- Identify and secure funds for program operations, expansion, and continuation.
- Implement and monitor CAP60.
- Maintain accurate records regarding children, families and volunteers
- Prepare monthly programmatic and any reports required by funding sources.
- Participate in internal and external monitoring reviews.

Interpret program guidelines (Regional, National and Local) and assures compliance of same.

- Develop integrated systems and plans to assure implementation of the Performance Standards, to include the Blueprint for Maryland requirements.
- Ensure a physical environment that conforms to government and Agency standards of safety, cleanliness that is conducive to optimal growth and development of children and families.

Provide leadership to Policy Council by recommending policies, priorities, projects, programs, and budgets that will provide maximum effective approaches to the needs and concerns of the community.

Coordinate with other community organizations for services to children and families in the Tri-County area. Provide monthly Financial Reports to Policy Council.

Ensure coordination of all content areas at the center level.

- Participate in the development of content area policies, procedures, and work plans.
- Ensure effective communication between central office and center staff.
- Schedule and conduct monthly staff meetings.
- Conduct quarterly meetings at each center.

Develop and maintain collaborative partnerships in the community.

- Develop working relationships with key personnel in other agencies and the public school.
- Attend interagency meetings.
- Facilitate and implement projects with other agencies.

Supervise and support Directors/Coordinator.

- Hire, train, mentor and evaluate Directors
- Provide and/or obtain training for Directors/Coordinator in supervision and management.
- Meet with each Director/Coordinator at least monthly to review any staff or site concerns.
- Review file checklists at each center and the files of the Directors/Coordinator.

Oversee the Human Resources process at centers.

- Determine the staffing needs for each center.
- Ensure timely hiring of center staff.

- Ensure center staff training, mentoring, and evaluation.
- Assist in the development and implementation of training plans for the program and component staff

Oversee the effective operation of each Head Start Center.

- Make monthly visits to each center.
- Discuss any concerns with Assistant Director/Coordinator.
- Receive and review weekly and monthly reports.
- Provide monthly summary report to Deputy Director.

Assist Directors in development of management systems.

- Lead in the development and yearly revision of the Human Resources work plan.
- Assist in the development of personnel policies.
- Attend the Policy Council Human Resources Committee meetings.
- Assist in the development of the Management Systems and Procedures work plan.
- Assist in program planning.
- Participate in the program self-assessment.
- Participate in developing strategic plan goals, objectives, and strategies.
- Submit requested monthly data and information.

Lead in the licensing of centers with the Office of Child Care.

- Arrange for needed inspections.
- Maintain files for each center.

Supervises Assistant Director of Educational Services, Social Services Director and the Program Coordinator-Health & Safety
Other duties as assigned.

Licenses or Certificates:

CPR and First Aid.

Special Requirements:

A Current Certified Driving Record; State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement.

Physical Demands:

Work requires limited physical effort.

Employer Disclaimer:

This job description is not nor is it intended to be a contract between SMTCCAC, Inc. and the employee

Other duties as assigned.

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Applications Accepted by Mail and Online

Mail to:

SMTCCAC, Inc. - Human Resources Dept.
P.O. Box 280 Hughesville, MD 20637

Online at:

www.smtccac.org

Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts.

Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.

An Equal Opportunity/Affirmative Action Employer

P.O. Box 280, Hughesville, Maryland 20637



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