

### Nature of Work

This is very responsible executive level work with responsibility for all aspects of a small, multi-county Head Start Program. Activities associated with the job include direct supervision of all program staff including all Program Managers, site based teaching and support staff and family services staff, making decisions and recommendations regarding personnel matters, and coordinating the development and implementation of program policies and procedures to ensure compliance with governing regulations including all Federal Performance Standards. Additional activities include preparing Head Start grant applications, interacting on a regular basis with the Head Start Policy Council, supervising all budgetary aspects of the program, negotiating and administering contracts for services and facilities, and establishing collaborative relationships with community agencies to enhance services to program participants. Job responsibilities require extensive knowledge of the federal regulations pertaining to the Head Start Program, considerable knowledge of the design and delivery of pre-school educational programs including core curriculum requirements, excellent organizational, interpersonal and decision making capabilities, ability to develop and implement effective programmatic policies and procedures to ensure compliance with governing regulations, extensive experience supervising a large staff of professional and para-professional employees, ability to prepare competitive grant applications and extensive experience in the development and administration of program budgets. Job performance is evaluated by the Executive Director through review of the level of educational and support services provided to program participants, ability to interact effectively with local, state and federal officials, effectiveness of programmatic decisions and operational policies and procedures, ability to prepare competitive grants, adherence to established program budgets and supervision of program staff.

### Illustrative Examples of Work

- Develops and implements operational policies and procedures for the Head Start Program to ensure compliance with Federal Performance Standards and established written plans.
- Assumes primary responsibility for submission of the Head Start grant application on an annual basis.
- Supervises all components of the Head Start Program and oversees the daily activities of all program employees.
- Assists with the coordination of all logistical and administrative problems, issues and/or concerns for the Head Start Program.
- Assumes responsibility for the evaluation of the Head Start Program in conjunction with Head Start Program Managers, the Grantee Agency and the Head Start Policy Council.
- Makes selections of program personnel subject to approval by the Head Start Policy Council and coordinates personnel assignments and job responsibilities.
- Closely supervises and assists with annual budget preparations and the expenditure of program funds and presents budget revisions to the Policy Council for approval when required.
- Interacts closely with Policy Council members to promote optimum participation by parents in program decision making processes.
- Represents Highland Rim Economic Corporation at national, state, and regional meetings and conferences.
- Performs numerous public relations activities in an effort to secure a maximum level of community support for the Head Start Program.
- Maintains effective relationships with the Regional Office and Resource Support Center to convey and provide information, obtain training programs and materials, etc.
- Negotiates and administers contracts for services and facilities needed to support program operations.
- Coordinates staff meetings and reviews reports from program staff who have attended training sessions, other agency meetings, etc.

- Advises the Executive Director on issues pertaining to children's services, early childhood development, program staffing, and personnel issues.
- Works with Program Managers to prepare the CACFP (USDA) Contract including all required monthly reports.
- Works with the Program Managers in preparing the Community Assessment and establishing collaborative relationships with community agencies to enhance the quality of services to children and their families.
- Develops and reviews monitoring reports on a regular basis to ensure compliance of daily activities necessary to meet Federal Performance Standards.
- Interacts with DHS regional and local staff, Fire Marshals, Health Inspectors, etc. to ensure the quality of services and compliance with governing rules and regulations.
- Performs related duties as required.

### Necessary Requirements of Work

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in Early Childhood Education, Business Administration, Public Administration or related field; extensive experience supervising and directing the activities of a large early childhood education program or other social services initiative; extensive knowledge of budget development and monitoring practices; excellent organizational, interpersonal and decision making skills; considerable knowledge of grant preparation and submission practices; ability to interpret governing regulations and establish effective program policies and procedures to ensure compliance; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of early childhood education and development programs including federal, state, and local program rules and regulations, recommended curricula components, available funding sources and accreditation criteria.
- Extensive knowledge of contract administration practices and protocols including established reporting requirements, compliance standards, monitoring procedures, negotiation of outcomes and objectives, etc.
- Extensive knowledge of budget preparation practices and procedures and the development of effective policies and controls necessary to ensure the accountability of all program receipts and expenditures.
- Extensive knowledge of grant preparation techniques and practices necessary to submit competitive applications in response to funding announcements, Requests for Proposals, etc.
- Extensive knowledge of federal, state and local agencies, associations and training resources involved with early childhood education and development.
- Extensive knowledge of effective supervisory techniques and practices including the recruitment, selection, evaluation, motivation and discipline and/or discharge of staff.
- Extensive knowledge of federal and state legislative and policy initiatives pertaining to early childhood education and development.
- Thorough knowledge of facility maintenance and property management practices including established fire codes, occupancy standards, security measures, routine maintenance requirements, etc.
- Thorough knowledge of acceptable accounting policies and practices including GAAP and GASB, internal controls, reconciliation of multiple accounts, etc.
- Thorough knowledge of effective organizational practices and principles necessary to achieve the proper assignment and delegation of responsibilities, staffing levels, reporting protocols, etc. required to achieve an optimal level of program performance;
- Thorough knowledge of early childhood development including intelligence and aptitude tests, developmental milestones and guidelines, childhood disorders, etc.
- Ability to interpret federal and state regulations and develop and implement effective program policies and procedures required to ensure program compliance with all governing entities.

- Ability to plan and coordinate program activities which effectively utilize available staff and other resources.
- Ability to interact in an effective and appropriate manner with federal, state and local officials, constituents, co-workers, program staff and the public.
- Ability to make appropriate and timely decisions in response to programmatic changes, difficult and/or unusual issues and/or concerns and emergency situations.
- Ability to compile program data and prepare competitive grant applications in response to Requests for Proposals, funding notices, etc.
- Ability to effectively supervise and direct the daily activities of program staff to meet and/or exceed established program objectives.
- Ability to maintain all program related files and supporting documentation in an organized and accessible manner.
- Ability to plan and coordinate effective staff meetings and deliver informative training programs.
- Skill in interacting with and relating effectively to constituents from a variety of ethnic and socio-economic backgrounds.
- Skill in using software programs including spreadsheet, database management, word processing and proprietary software applications.
- Skill in using computer hardware components including processing units, disc drives, keyboards, modems, etc.

**Necessary Special Requirements**

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.
- Periodic physical examinations and tuberculin test upon employment are required.
- The incumbent is subject to a criminal background check and must pass pre-employment and random drug and alcohol screening.
- Bilingual (English/Spanish) preferred.

**Note: This job description is not intended to be all inclusive: employees may perform other related duties as negotiated to meet the needs of the organization.**

Highland Rim Economic Corporation  
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