

**Responsibilities:**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Work as part of the management team to develop and implement program plans, policies, and procedures.
- Ensures personnel vacancies are posted in a timely fashion.
- Prepares Personnel Committee for interviewing by providing proper documents.
- Ensures all new hires have all required documents and state requirements and are ready for new staff orientation.
- Develop procedures for implementing individual professional development plans for all Head Start staff.
- Monitor staff qualifications for compliance with the Head Start Act by initiating and documenting individual professional development plans.
- Access and mobilize community resources in collaborative efforts to implement professional development goals.
- Monitor professional development progress and provide statistical data as required.
- Work with management staff and consultants to develop annual program T/TA Plan.
- Provide program data as required for auditing and monitoring personnel.
- Prepare program grant as well as all other financial grants and distribute accurate management reports to the Executive Director, Head Start Director, management team, Board, and Policy Council.
- Submit required enrollment/attendance data to Administration for Children and Families.
- Compile data for the annual Program Information Report.
- Ability to write grants, proposals, reports, business letters, and memos.
- Ensures all drivers are up to date with inspections, licenses, health requirements and insurance as needed.
- Monitor and track in-kind contributions for the program.
- Monitors and tracks pre-employment and random drug test of all staff.
- Monitors and tracks all staff Day Care Licensure and Department of Transportation physicals.
- Capacity and empathy to work with a diverse population, low-income families, and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children, and families.
- Perform related duties as required.

**Qualifications/Requirements:**

- Bachelor/Associate Degree in Human Resources/Business or related field.
- A minimum of 3-5 years experience in management and related training.
- Ability to analyze information and statistics and write summary reports.
- Possession of a valid Tennessee driver's license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

**Knowledge or Skills:**

- Strong computer skills, including a working knowledge of Microsoft's word processing, spreadsheet, Internet, and e-mail software.
- Ability to communicate effectively with all levels of staff.
- Simultaneously handle multiple projects which require solution research and implementation.

- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Competence and willingness to develop leadership skills.
- Ability to focus on both content areas and the management level issues.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as both a team leader and member.

**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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  
06/18/2015

Signature \_\_\_\_\_

Date \_\_\_\_\_