

## Highland Rim Economic Corporation

<b>Title:</b> Head Start Director	<b>Reports to:</b> Executive Director
<b>Status:</b> Exempt	<b>Department:</b> Head Start
<b>Skill Level:</b> 2	<b>Pay Grade:</b> 201
<b>Location of Work:</b> Head Start Central Office, Houston County	

### Description:

The Head Start Director is responsible for planning and administering services for the Head Start Program. The Head Start director will work closely with program managers, sited 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 as well as Tennessee Daycare Licensing. 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. The Head Start Director must have the ability to develop and implement effective programmatic policies and procedures to ensure compliance with governing regulations. Must have knowledge of the federal regulations pertaining to the Head Start Program, considerable knowledge of the design and delivery of pre-school education programs including core curriculum requirements, excellent organizational, interpersonal and decision making capabilities. Job performance is evaluated by 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.

### Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- **Conducts on-site monitoring visits regularly to ensure compliance with all local, state, and Federal regulations**
- **Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.**
- Assumes primary responsibility for submission of the Head Start grant application on an annual basis
- **Supervises all components of the Head Start and CACFP Program and oversees the daily activities of all program employees**

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- Assists with the coordination of the logistical and administrative problems, issues and or concerns for the Head Start Program
- Makes selections of the program personnel subject to approval by the Head Start Policy Council and coordinates personnel assignments and job responsibilities
- Closely works with Executive Director, Fiscal Officer and Operations Manager with the annual budget preparations, and the expenditure of the program funds and presents budget revisions to the Policy Council for approval when required
- Represents Highland Rim Economic Corporation at national, state and regional meetings and conferences
- Maintains effective relationships with the Regional Office and Resource Support Center to convey and provide information, as well as obtain training programs and materials
- 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, and program staffing and personnel issues
- Works with the program managers to prepare the CACFP 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 the 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
- Ability to compile program data and prepare competitive grant applications in response to requests for proposals, funding notices, etc
- Thorough knowledge of acceptable accounting policies and practices including GAAP and GASB, internal controls, reconciliation of multiple accounts, etc.
- Develops cooperative team relationships with program managers to implement performance standards
- Skill in using software programs including spreadsheet, database management, word processing and proprietary software applications.
- **Monitors program areas and managers to ensure policies and procedures are being implemented and followed through**
- Ability to compile program data and prepare competitive grant applications in response to Requests for Proposals, funding notices, etc.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

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## **Qualifications/Requirements:**

- Baccalaureate degree and experience in supervision of staff, fiscal management, and administration
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy. Ensure periodic physical examination and tuberculin test
- The incumbent is subject to a criminal background check and must pass pre-employment/random drug screening
- Prefer bilingual (English/Spanish)

## **Knowledge and Skills:**

- 4-5 years supervisory experience
- Extensive experience in 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
- Adheres to professional ethics and standards
- Excellent organizational, decision-making, and multi-tasking skills
- Excellent in written and verbal communication
- Proficient computer literacy
- Considerable knowledge of grant preparation and submission
- 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
- Excellent interpersonal skills and the ability to work as both a team leader and member
- Willingness to learn and apply new knowledge

## **Physical Requirements:**

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 30-60%.

*The required physical demands described above are not all inclusive in describing the demands 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.*

*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.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_