

# Community Action Program, Inc. of Western Indiana Job Description

**Position:** Head Start Director

**Immediate Supervisor:** Executive Director

**Supervisory Responsibility:** Head Start Management Team

**Job Base Location:** Central Office

**FLSA Status:** Exempt

**Classification:** 11

**Effective:** June 2021

## **General Summary of Position:**

Overall responsibility for planning, design, implementation, evaluation, and compliance assurance with all plans for the agency's Head Start and Early Head Start programs and federal Head Start Performance Standards. Serves as a member of the CAP Management Team.

## **Essential Functions:**

### **Administrative**

1. Work in conjunction with the Policy Council to plan and develop the Head Start program including design, program options, budget, grant application, and annual program evaluation.
2. Responsible for the preparation of all Head Start grant applications and presentation to the Executive Director and CAP Board of Directors for approval.
3. Work in conjunction with Head Start staff and Policy Council to annual revise the Head Start Area Plans.
4. Function as a member of the Agency Management Team and attend appropriate meetings as requested by the Executive Director.
5. Responsible for relating all Head Start concepts, policies, procedures, and techniques to the service delivery area.
6. Assure Head Start involvement in State and Local initiatives and organizations, such as First Steps, Indiana Head Start Association, Region V Head Start Association, etc.
7. Other duties will be assigned dependent upon agency need and demonstrated capabilities.

8. Adhere to all applicable policies and procedures, and administer all programs in accordance with Agency philosophy and intent.
9. Act as a liaison between facilities and Agency, and execute facility agreement and contracts.

### **Supervision**

1. Responsible for the screening of potential staff applicants and administrative recommendations to the Executive Director and Policy Council for both hiring and firing.
2. Directly responsible for the evaluation of the Head Start Management staff and the monitoring of all other staff evaluations.
3. Monitor all records, reports, training, evaluating, and recommend promotions to ensure compliance with equal opportunity principles.
4. Responsible for planning and implementing both pre- and in-service trainings for all Head Start staff.
5. Plan, coordinate, and provide all staff training in the following areas:
  - a. New staff orientation
  - b. Updates to staff handbook
  - c. Professional development opportunities
  - d. Monitor timing and availability of various early childhood or family services conferences and workshops
  - e. Monitor CDA, TEACH, and other training contracts.

### **Fiscal Management**

1. Develop, with the assistance of the Agency finance department, the annual Head Start budget.
2. Classify and approve all Head Start expenditures for payments to vendors.
3. Approve all purchase orders prior to routing to the Financial Assistant and monitor completion of purchases.
4. Monitor monthly fiscal reports to ensure appropriate levels of spending.
5. Review and approve all payroll timesheets.

### **Program Compliance and Review**

1. Monitor completion of annual management objectives and forward reports of same to Regional Office on a bi-annual basis.

2. Collect, review, and disseminate all monthly reports from Head Start staff, assuring accuracy and reliability of data
3. Monitor the completion of the annual Program Information Report
4. Monitor area reports to assure compliance with Head Start regulations.
5. Facilitate and oversee the process and analysis of the annual program self-assessment, community assessment, and program/agency strategic planning.
6. Facilitate and oversee the development and maintenance of written policies and procedures that are in compliance with the Head Start Performance Standards.

### **Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

### **Qualifications:**

1. Must possess comprehensive knowledge of financial management, and anti-poverty planning, programming, and funding, and demonstrated successful, professional experience in project coordination or management. Must have Bachelor's or advanced degree in Early Childhood Education or field related to working with children and families, five years of general work experience in social services, and two years of administrative, supervisory, or management experience.
2. Demonstrated grantsmanship skills.
3. Working knowledge of area social service programs.
4. Demonstrated communication skills, which includes a high level of ingenuity and creativity, excellent verbal facility and writing skills, and maintenance of established relationships with varied community groups and professional organizations in specific program areas.
5. Must be able and willing to travel as job required which may include overnights to attend conferences and trainings. The successful applicant must possess the capability to be mobile and travel as job requires.
6. Must possess valid driver's license to travel assigned areas as required. Must maintain liability-insured personal vehicle, and provide proof of such at request of Personnel Department.

7. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
8. Must obtain and maintain CPR Certification.
9. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the manual dexterity to keyboard and write. Must have flexibility of movement to stoop, bend, and climb to work with active young children as required. Candidates must transport coordinating materials which may require lifting weights of up to 20 pounds.