

**South Central Community Action Program, Inc.  
Position Description**

**Position Title:** Head Start Director

**Department:** Head Start

**Pay Grade:** 3

**Reports To:** Executive Director

**Position Status:** Full-Time/Exempt

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**Purpose of Position**

Under the supervision of the Executive Director, the Head Start Director is responsible for the overall administration, operation, management, supervision, and leadership of the Head Start program ensuring that all activities are conducted within all Head start performance standards and policies, federal, state, and local laws. This position is responsible for coordinating all components (Health Services, Transportation, Family Services, Education, and Mental Health) of Head Start including eligibility, recruitment, selection, enrollment, and attendance of prenatal families and children birth to five. The Head Start Director will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Oversees and is ultimately responsible for the daily activities and operations of Head Start and the Early Head Start program. Evaluates performance, assesses, and secures training opportunities and resources for staff development within the Head Start and Early Head Start programs.
- Provides counsel, assistance, and support's the Executive Director in areas of Head Start and Early Head Start Department planning and management. Reviews and assess, with Executive Director, departmental activities and interrelationships with other SCCAP Departments.
- Will not leave children unattended or unsupervised, in accordance with SCCAP policies and procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.
- Ensures that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.
- Leads the Head Start and Early Head Start management team; develops, interprets, and implements policy; and prepares annual plan of action for approval by Executive Director and Board of Directors.
- Responsible for all program planning, reporting, and documentation of the Head Start and Early Head Start programs.
- Assists in the preparation of the Head Start and Early Head Start grant applications; solicits outside funding; negotiates contracts.

- Reviews and is responsible for the fiscal administration of the program; prepares and monitors budget; ensures program obtains local in-kind match.
- Oversees the facilities of the program; ensures building maintenance and upkeep of out lying sites.
- Responsible for auditing all files, claims, paperwork from the Head Start department; to ensure complete compliance with all Federal, State and Agency regulations and guidelines
- Designs and updates community needs assessment.
- Conducts at a minimum quarterly departmental meeting with staff and records the minutes to turn into the Human Resources Department.
- Participates in and supports at least four events annually (HS program year) hosted or sponsored by SCCAP; including parent events, and community fairs.
- Promotes positive public relations; serves on numerous committees to educate and advocates for Head Start families with the community at-large as well as local and state agencies. Secures and involves other agencies in distribution of child recruitment and enrollment information. Assists with the development of needed community resources to better serve low income families.
- Engages parents in volunteering, community service, and other ways of contributing to program activities and services.
- Provide opportunities for children and families to participate in family literacy services.
- Make decisions and act based on family support principals, theories, practices, and code of ethics.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

- Bachelor's degree in Business Administration, Personnel Management, Early Childhood Education, or related field plus five to eight years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Skilled in the use of computers for email, creation, and manipulation of, databases, and Microsoft Office.

#### **Special Requirements**

- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training).
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

#### **Physical Requirements**

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan, and coordinate the work of employees.
- Ability to cultivate and maintain a positive and dynamic agency culture and vision.

- Ability to assess employees' job performance and prepare performance assessments.
- Ability to provide instruction and training and to respond to employee problems and concerns.
- Ability to recommend/approve the selection, promotion, or transfer of an employee.
- Ability to document, recommend, and carry out the coaching and counseling of an employee's job performance.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio, and proportion; ability to measure data and use/utilizes descriptive statistics and statistical theory.

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and correctly use a variety of informational documents including vehicle maintenance reports, attendance records, time sheets, job applications, budget reports, agency review, grant applications, quarterly reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including agency policy manual, federal performance standards, law books, federal register, personnel policies, staff handbook, accounting principles, etc.
- Ability to prepare purchase requisitions, flow/organizational charts, performance appraisals, grant applications, annual reports, Director's report, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate positively and effectively with Board of Directors, staff, consultants, State officials, elected officials, colleagues, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.

- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

**Environmental Adaptability**

- Ability to work effectively in an office/school environment and at client in-home settings being exposed to a variety of potential hazards including, dust, unsanitary conditions, odors, disease, etc.
- Essential functions are regularly performed without exposure to adverse environmental conditions.
- Ability to protect self and others when dealing with aggravated, irate, upset, unstable, violent, and intoxicated persons/clients.

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to reasonably accommodate individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their immediate supervisor.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource's Signature

\_\_\_\_\_  
Date