

Position: Head Start/Early Head Start Director

Job Status: Grade 14, Step depending on experience and qualifications

Classification: Exempt; 12-month employee

Supervisor: Executive Director

Date of Last Review/Revision: 09/24/2019

The individual selected for the position must be able to perform the essential functions of the position either with or without a reasonable accommodation.

General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC’s mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

The EOAC Head Start/Early Head Start program serves over 800 children and families in McLennan and Falls counties through a center-based program or in-home option, that provides early childhood education services. The educational program is a series of experiences designed to meet the individual needs of each child at assist parents in understanding ways of helping children develop and learn, and to prepare them for school readiness.

I. Essential Functions:

1. Maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice
2. Ability to communicate effectively in written and/or verbal form to individuals and/or groups with a clear and concise explanation of Head Start processes and services.
3. Must consistently demonstrate and communicate EOAC’s Mission and Vision.
4. Maintain confidentiality of confidential/sensitive materials, data and information.
5. Must consistently demonstrate excellent customer service with a compassionate attitude towards all parents, students, employees, vendors, and community partners.
6. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, academic, CLASS and CLI success, and through public and private sector partnerships.
7. Reviews and analyzes monthly financial and statistical reports to assess the budget status and ensures expenditures are balanced with revenues, and monitors agreements for the purchasing of goods and services assures that bids are solicited in accordance with state and federal regulations, as well as EOAC Financial policy and procedure.
8. Make appropriate and approved amendments in budgets and work programs within the limits of funding sources, the Agency and Administration during the implementation of the program(s).
9. In conjunction with the Head Start leadership team, assures that the program serves the number of eligible children for which it is funded. Establishes criteria for selection of children

within applicable laws and guidelines of Administration of Children, Youth and Families, and EOAC.

10. Interprets, analyzes, student assessment data and recommend any necessary changes to ensure student improvement and school readiness. Participate in development and evaluation of educational programs to maximize student achievement. Encourage and support development of innovative instructional programs through data analysis, helping teachers pilot such efforts when appropriate. Promote the use of technology in teaching/learning process.
11. Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
12. Works with other organizations in the community to foster collaboration as defined by federal Head Start.
13. In conjunction with the Board of Directors, staff and Policy Council, leads planning meetings in which long and short-term goals for improvement are established.
14. Conducts a complete Community Assessment every three years and an up to date during the intervening years.
15. In conjunction with the Board of Directors, seeks additional outside funding and volunteers for the program; to meet the non-federal share requirement. Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents, and the Board to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.
16. Interview, select, hire, orient and train new staff, and if necessary, terminates staff, complying with applicable laws, regulations, Agency Personnel Policies and Procedure. Facilitates the continuing professional development of all staff as part of the commitment to excellence. Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
17. Directs the Head Start/Early Head Start and delegates agency staff in day-to-day operation of the Head Start/Early Head Start program.
18. Maintains effective, appropriate communication with the Board of Directors, including:
 - a. Attending all regular and special meetings, and committee meetings
 - b. Providing a written report to the board of the fiscal and programmatic status of the program and of the administrative activities since the last meeting monitoring results, and strategies to resolve problems
 - c. Provide student academic assessment data monthly
 - d. Communication of relevant information from the funding sources
 - e. Provision of training for new Board members and Periodic refresher for veteran Board members on their roles and responsibilities.
19. Hears and resolves community complaints about the program, seeking input from staff, parents, or the Board, as needed. Carries out the function delineated in procedures for staff grievances.
20. Completes and submits regular reports to the funding sources, the Board of Directors, and the Policy Committee. Monitors the program's budget, assuring it does not exceed the allowed amount.
21. Recommends location of centers or classes, and ensures that standards for acquiring space, equipment and supplies are met.

22. Organizes and/or maintains the Head Start/Early Head Start Policy Council in accordance with Head Start Policy Manual 70.2, Instruction I-31, Section b-2 – The Parents.
23. Perform other duties as assigned.

II. Competencies:

1. Excellent communication skills; ability to communicate in groups, or one-on-one with staff, parents, students, vendors, and community partners from various backgrounds.
2. Must have good organizational skills and proven ability to work within timelines to meet demands. Must be able to prioritize multiple tasks.
3. Intermediate skill and familiarity with Microsoft Office Applications: Word, Excel and Outlook.
4. Ability to work independently with flexibility within a team environment; ability and willingness to work as a team member to support EOAC's mission and goals.
5. Maintain excellent professional relationships with staff, parents, students, vendors, and community partners.
6. Assumes an active role in the annual program self-assessment. Assures remediation of any non-compliances found in assessment and incorporates recommendations into planning for the improvement of the program.
7. Ability to analyze and interpret student assessment data to track student academic progress

III. Work Environment

1. This job operates in a professional office environment with ambient lighting, and climate control.
2. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
3. Prolonged sitting and standing, as needed to work with students, parents, staff and vendors.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly required to talk or hear staff, parents, students, vendors and community partners, in-person, and over-the-phone.
2. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms.
3. The ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Individuals may need to sit or stand as needed. This position may require walking primarily on a level surface for periods of time as well as reaching above shoulder heights or below the waist or lifting as required to file documents or store materials throughout the workday.
4. Lift and carry up to 40 pounds.
5. Maintain emotional control under stress.
6. May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others.
7. Exposure to temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, etc.)

- 8. Must be able to travel, enter and exit a vehicle without assistance.

V. Minimum Qualifications:

- 1. A baccalaureate degree in Early Childhood Education, Child Development, or related field.
- 2. Three (3) years' experience in experience in supervision of staff, fiscal management, and administration-
- 3. Significant experience in administration, including knowledge of State licensing requirements. Strong knowledge of best practices and systems in the field of early childhood.
- 4. Must be able to pass Criminal History check including FBI fingerprint and DFPS background check. Candidate must have a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.
- 5. Must pass all pre-employment contingencies including post-offer pre-employment physical, and alcohol and drug screen.
- 6. Must pass pre-employment tuberculosis screening, and all other State licensing requirements for Child Care centers.

VI. Travel:

In-state and Out-of-State travel as required for training.

VII. Preferred Qualifications:

- 1. Bilingual (Spanish)
- 2. A Master's Degree in Early Childhood Education.
- 3. Three (3) years' experience implementing Head Start Performance Standards

VIII. Other Duties:

Perform all other duties as deemed necessary by Executive Director or Governing Board.

IX. Work Schedule:

This is a full-time position. Occasional evening and weekend work may be required as job duties demand.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job. Failure to comply with Personnel policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee understands that employment will not being until the employee receives clearance-to-hire from the Executive Director or their designee.

Employee Signature

Printed Name

Date