

# Community Action, Inc. of Central Texas

## JOB DESCRIPTION

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Team: Early Education Position: Early Childhood Programs Director (Hays & Caldwell Counties)  
FLSA Status: Exempt

### **Mission:**

Community Action develops opportunities for people and communities to realize their potential by providing resources and comprehensive services to empower Central Texans of all ages to become self-sufficient.

### **Strategic Function:**

Provide overall leadership in the planning, design, implementation, and evaluation of Early Childhood (EC) Programs. Oversee governance functions of the Programs. Represent the Agency in the EC local, regional, and national communities, promoting sound organizational and management innovations.

Reports to the Executive Director.

### **Operating Principles:**

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work affects both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

### **Duties/Responsibilities:**

#### **Head Start Program (zero-to-five) Hays & Caldwell Counties**

1. Oversees all aspects of the HS Program, the Child and Adult Care Food Program (CACFP), and other grants and contracts providing funding to serve HS children and families.
2. Ensures program compliance with the Head Start Performance Standards, Texas DFPS Minimum Standard Rules for Licensed Child-Care Centers, Head Start Bureau and applicable ACYF Program Instructions and Information Memoranda, the CACFP Handbook, and funding agency and CAI directions as they apply to the HS Program; and interprets such for staff and clients.
3. Leads the Program in a continuous process of improvement using information and data obtained through Self-Assessments, Community Assessments, federal monitoring reviews, ongoing internal monitoring of school readiness data, the Program Information Report (PIR), ensures that all HS Management Systems and other data sources.
4. Ensures that, through collaborations among families, staff, and health professionals, all child health and developmental concerns are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs and supports their physical development.
5. Ensures that all children are provided with a safe, nurturing, engaging, enjoyable, and secure learning environment, in order to help them gain the awareness, skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life.
6. Ensures that parents are supported as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocates for communities that are supportive of children and families of all cultures.
7. Ensures that Head Start's physical environments support the delivery of high quality services to all

- children and families.
8. Establishes and ensures implementation of ongoing monitoring procedures, including tracking deadlines.
  9. Establishes and maintains effective reporting systems to inform the Board of Directors, HS Policy Council, Executive Director, program staff, funders, regulatory agencies and, as appropriate, other individuals/agencies of HS operations and progress to enforce decision-making.
  10. Ensures the Head Start Program Policy Council and the Community Action Board of Directors share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start legislation, regulations, and policies.
  11. Ensures that the child recruitment and selection process identifies the neediest children to whom services can be offered in the Agency's Head Start Program service area.
  12. Serves as the primary contact to community agencies, public school systems, universities and other groups that provide services to HS children and families; to the Head Start Regional Office, federal monitors, state licensing agencies, and current and potential funding sources; to other individuals and agencies as appropriate; and for negotiations concerning acquiring and/or leasing facilities for the HS Program.
  13. In collaboration with the Executive Director, Board of Directors and Policy Council, ensures a Community Assessment is conducted in compliance with the Head Start Performance Standards and ensures program planning occurs in a continuous cycle, involving key members of the community.
  14. Works closely with the Management Team on the implementation of the Head Start Approach to School readiness.
  15. Works in collaboration with Texas School Ready (TSR) Coordinator/Coach in implementing TSR Program with fidelity.
  16. Leads Head Start Management Team and program staff in program planning and prepares and submits HS grant applications and funding requests, as well as other applications as appropriate.
  17. Oversees and manages the HS federal and non-federal budgets, and other budgets as appropriate.
  18. Ensures well-qualified staff who possess the knowledge, skills, and experience needed to provide high quality, comprehensive, and culturally sensitive services to children and families are recruited, selected, supervised, and provided with the appropriate staff development opportunities.
  19. Supervises Head Start Management Team and oversee supervision of all program staff; ensures performance reviews and Individual Professional Development Plan are developed and administered for all program staff.
  20. Ensures all suspected child abuse incidents are reported to the Child Abuse Hotline and as outlined in the Child Abuse Procedure.
  21. Serves as a member of the CAI Leadership Team and fulfills agency leadership duties as assigned

### **Home Visiting Programs Hays & Caldwell Counties**

The Program Director will work in collaboration with The Deputy Director for Home Visiting and Community Engagement to ensure that each of the contract requirements stated below is met:

1. The Agency will implement the evidence-based home visiting program model outlined in its approved budget according to the national model elements and requirements for each.
2. Ensure curricula, assessments, screening tools, data collection and home visit guidelines required by the program model are used.
3. Use of recommended data collection system monthly according to the program model requirements & grantor guidance.
4. Participate in required evaluation activities administered through DFPS and any contracted partners as required.
5. Oversee and ensure implementation and complete Continuous Quality Improvement (CQI) projects as defined by each grantor guidance requirements.
6. Ensure Monthly Program Reports are submitted to DFPS HV and St. David's Foundation using the template and guidance provided by the grantors
7. Ensure timely submission of the Quarterly Report using the template and guidance provided by THV.
8. In collaboration with the Agency CFO will ensure a monthly expenditure report submitted timely using the format provided by the grantor for allowable expenses
9. Ensure timely submission of the year-end expenditure report.
10. Oversee the establishment and implementation of the Early Childhood Coalition in Hays &

Caldwell Counties, and all the initiatives developed as a result of the Coalition work.

11. Ensure all program staff that interacts with clients will complete the HV-approved training on reporting child maltreatment within 30 days of date of hire; and is responsible for ensuring that all staff is aware of their duty to report as outlined in the [Texas Family Code, Chapter 261](#). Records acknowledging successful completion of the training by each staff member will be maintained
12. Ensure and adhere to the requirement to complete the initial and ongoing trainings or meetings that are required by each program model.

**Important tasks:**

- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners
- Design and deliver formal presentations
- Promote a consistent exchange of information across the Agency
- Ensure consistency in service delivery across programs with attention to inclusive practices and integration of component systems: encourage continuous improvement of systems.

**General Indicators:**

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

**Qualifications**

**Preferred:**

- a) Master's degree in Education, Public of Business Administration
- b) 7 years of experience in program development/ implementation and coordination
- c) 7 years supervisory/leadership experience. Supervising a team of a minimum 10 staff
- d) At a minimum 5 years of experience in a multi-million budget development and management
- e) 5 years of experience of working with federal and /or state regulated program (s)

**Required:**

- f) Master's degree in Education, Public of Business Administration
- g) 5 years of experience in program development/ implementation and coordination
- h) 5 years supervisory/leadership experience. Supervising a team of a minimum 10 staff
- i) At a minimum 3 years of experience in a multi-million budget development and management
- j) 3 years of experience of working with federal and /or state regulated program (s)

**Desired attributes:**

- a). Understanding and commitment to Head Start philosophy and ability to implement its principal of shared authority and decision making.
- b). An ability to write and interpret complex policies and procedures.
- c). Demonstrate Leadership ability, including good interpersonal and communication skills,
- d). Competences in the Microsoft Office and other necessary management systems and web. based applications
- e). effective written and oral communication skills
- f). ability to lead and manage diverse and dynamic team, develop and conduct effective team meetings
- g). ability to handle multiple tasks often simultaneously
- h). strong organization and time management skills, ability to meet tight deadlines

**Physical Requirements:**

- a) Be able to lift 25 pounds.
- b) Be able to walk, run, squat, sit on floor, speak, hear, and see to ensure children's health and safety.

**Other Requirements:**

- a) At least 21 years old.
- b) Valid Texas Driver's License - Class C
- c) Daily access to transportation
- d) Vehicle insurance (personal injury and liability)
- e) Initial Health Exam required for all Head Start staff at the employee's expense.
- f) Initial and annual TB screening are required for all Head Start staff at the agency's expense
- g) Criminal Background Check required for all Head Start staff at the agency's expense.
- h) Fingerprinting required for all Head Start staff at the employee's expense.

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**I acknowledge receipt of the Job Description for Early Childhood Programs Director (Hays & Caldwell Counties). I have read it thoroughly and agree to fulfill the responsibilities identified.**

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 12/3/19