

## **JOB DESCRIPTION**

PROGRAM: **Head Start**

POSITION: **Head Start Director**

PAY GRADE: **EMHS-5**

### **JOB SUMMARY**

Provide vision, positive leadership, and oversight to STEP's Head Start programs to assure the delivery of high-quality services that improve the lives of children, families, and their communities. Assume responsibility for long- and short-term comprehensive, integrated planning, systems design and implementation, programmatic and services coordination, monitoring, and reporting. Assess and analyze community strengths, resources and needs, and design responsive systems and services. Ensure compliance with performance standards, grants, contracts, legislation, and other applicable federal, state, and local regulations. Actively pursue relevant funding opportunities. Identify and explore opportunities for synergy, efficiency, and economy within programs and STEP. Build, maintain, and extend external collaborations and partnerships with a wide range of stakeholders. Promote and further the values and mission of STEP, Inc.

### **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Deputy Director Education, Deputy Director Operations, and Mental Health Consultant

**REPORTS TO:** Chief Operations Officer

### **ESSENTIAL QUALIFICATIONS**

- ☐ Bachelor's degree in social services, child development, business administration, or a related field; Master's degree preferred;
- ☐ Five years of directly related experience in social services, child development, or business administration;
- ☐ Five additional years of related experience in government, education, or human services; and,
- ☐ Three years of administrative, supervisory, and management experience.

### **GENERAL REQUIREMENTS**

- ☐ Valid driver's license and reliable transportation available on a daily basis with adequate insurance coverage;
- ☐ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire; and a Motor Vehicle Record check;
- ☐ Recognizing and Reporting Child Abuse training completed within 90 days of hire;
- ☐ Physical examination prior to employment;
- ☐ Tuberculosis test prior to employment;
- ☐ Computer training and/or documented proficiency with popular word processing and database software; experience with and/or training in Microsoft Office products including Word, Power Point, Publisher, Access, and Excel;
- ☐ Physical ability to perform essential job functions with or without any health restrictions; requirements include but are not limited to the ability to sit or stand for extended time periods, lift and carry thirty pounds, climb stairs, have unrestricted use of both the upper and lower body, corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice; and other abilities necessary to ensure child safety in the classroom, other group areas

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and when in the community, such as but not limited to the following:

- Ability to bend, squat, reach, kneel, and climb stairs;
  - Ability to move from a sitting to standing position quickly, safely, and without difficulty;
  - Ability to chase an eloping child;
  - Ability to join in children's active play including jumping and running indoors and outdoors;
  - Ability to assist children with diapering, toileting, and change of clothes requiring lifting, bending, and squatting;
- ☐ Non-traditional work hours, as required; and,
- ☐ Job-related training, as assigned.

### **SPECIFIC DUTIES**

#### **❖ Leading:**

- Set, communicate, and implement high standards and provide positive, energetic, creative leadership;
- Promote the vision and goals of STEP, STEP Head Start, and Early Learning Pathway programs internally and externally;
- Understand “the big picture” and use it as a framework to make decisions consistent with agency and program vision and mission;
- Establish and maintain a positive work environment that promotes employee engagement with the mission;
- Manage change effectively by demonstrating support for innovation and organizational changes designed to improve quality and effectiveness or to respond to funding source mandates; lead and assist deputy directors, managers, and staff to do likewise;
- Serve as a key member of the STEP Administrative leadership team and lead the Head Start management team;
- Represent STEP Head Start in the community, region, state, and nation;
- Lead staff in developing, maintaining, and extending collaborative alliances with community partners and stakeholders for shared planning, services delivery, advocacy, and public relations;
- Provide leadership, administration, monitoring, and evaluation that leads to continuous quality improvement of early learning programs including but not limited to Head Start, Early Head Start, PA Pre-K Counts, Head Start State Supplemental, and the MIECHV Programs;
- Implement and promote the Head Start Performance Standards in collaboration with the Head Start management team and Head Start shared governance partners: the Head Start Policy Council, the STEP President & CEO, and the STEP Board of Directors;
- Design and implement communication systems that ensure efficient, effective, multi-directional exchange of information;
- Supervise managers; monitor their work for accuracy, completeness, and assurance that all work is performed in compliance with the U. S. Department of Health & Human Services, Office of Head Start, PA Office of Child Development and Early Learning, PA Department of Education, all other applicable regulations, and STEP policies and procedures;
- Assume responsibility for and represent STEP Head Start and related early learning programs during governmental monitoring, agency audits, and all other monitoring or evaluation activities;

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- Identify and pursue strategies designed to increase public awareness of early childhood issues locally, regionally, and nationally;
- Develop and maintain positive relationships with stakeholders and lead staff to do likewise;
- Assume responsibility for ongoing personal professional growth and development, and maintaining and improving competencies within the field of administration, management, early childhood, and other relevant fields; and,
- Serve as a positive role model.

#### **❖ Planning:**

- Develop and implement an ongoing, systematic planning process for comprehensive, integrated, long and short-term and strategic planning and services delivery; assess and analyze community strengths, resources, and needs; design responsive systems and services; identify and forward program goals, objectives, and services in accordance with funding initiatives and requirements, program designs, and grant deliverables;
- Oversee the production of planning documents and reports, such as the Annual Head Start Self-Assessment, Annual Report, Annual Program Information Report, and required regular agency reports;
- Plan and write/oversee the writing of grant applications to funding sources;
- Plan, write, monitor, and implement program work plans in collaboration with shared governance partners and stakeholders;
- Interpret statutes, regulations, transmittal notices, and memorandums pertaining to Head Start, PA Pre-K Counts, and other early learning programs;
- In collaboration with STEP Fiscal staff, plan and develop budgets to support grants and other funding applications;
- Develop plans for identification, utilization, and expansion of available resources to provide supportive services for children, families, programs, and communities;
- Lead the exploration, planning, and development of new grant and other funding opportunities, including application submissions; and,
- Develop, maintain, and extend alliances with community partners for collaborative planning and services delivery.

#### **❖ Organizing:**

- Design and implement communication systems that ensure efficient, effective, multi-directional exchange of information;
- Develop, implement, monitor, and as needed, revise comprehensive program record-keeping and reporting systems, including multiple automated information management systems to generate meaningful records and reports of activities, deliverables, and outcomes;
- Monitor program progress on achievement of goals, outcomes, and deliverables; oversee monitoring activities of managers and Policy Council; oversee the annual Head Start Self-Assessment process;
- Design, administer, monitor, and ensure delivery of multiple special initiatives;
- Oversee the design, implementation, and evaluation of a developmental, comprehensive staff and parent training and technical assistance program which meets individual, and group needs, incorporates diverse training methods, and is monitored and updated regularly; and,
- Plan, convene, and attend meetings, trainings, and conferences as required.

#### **❖ Controlling:**

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- Champion the rigorous use of data to drive accountability and help ensure agency and program continuous quality improvement;
  - Work closely with STEP staff to promote and support agency initiatives, including the initiative to provide a comprehensive “one-stop” service delivery for Head Start customers and families through the global intake and assessment process;
  - Work directly with managers to oversee all Head Start and related early learning personnel activities including retention, hiring, orientation, professional development, supervision, and evaluation;
  - Working with agency administration and fiscal personnel, manage and monitor multiple funding stream budgets and contracts for STEP Head Start and related early learning programs, ensuring compliance with all applicable regulations and guidelines;
  - Oversee the development, implementation, monitoring, and revision of multiple Memoranda of Understanding and agreements;
  - Work directly with managers to ensure that all staff comply with all applicable regulatory and agency policies and procedures;
  - Promote the meaningful involvement of parents throughout the program and in program and agency activities, where appropriate, including shared governance, in compliance with Head Start Performance Standards; promote meaningful volunteerism in the community and the program;
  - Manage and minimize agency risk on issues regarding Early Learning Programs;
  - Maintain and update familiarity with all pertinent regulations and policies; disseminate information to staff;
  - Provide general oversight to program recruitment, selection, and enrollment policies and procedures, ensuring legal and regulatory compliance;
  - Develop and recommend approval of policies and procedures; oversee implementation;
  - Secure, develop, and monitor safe, appropriate program facilities, equipment and materials that are conducive to learning and comply with all federal, state, and local standards;
  - Serve as a key spokesperson for STEP Head Start and related early learning programs in the community, region, state, and nation; promote and advocate for the programs and those they serve;
- ❖ Work as a member of the Head Start team; serving as an example for all staff; and,
- ❖ Perform all other duties as required.