



South Central Missouri Community Action Agency

Job Title: Head Start Director

Department: Head Start

Reports To: SCMCAA Executive Director

Open Position until Filled

SUPERVISION

Works under the supervision of the SCMCAA Executive Director. Exercises supervision of the Head Start program to include plans, procedures, community relations, and staff development. Exercises direct supervision of the service delivery areas of education, health, disabilities, mental health, nutrition, PFCE, support services, transition, and family services. Supervision and controls must conform to the Head Start Program Performance Standards and the guidelines of the funding agency. Performance is subject to periodic evaluations by teams acting on behalf of the funding agency. The level of effectiveness and efficiency with which the program is operated is the direct responsibility of the SCMCAA Executive Director, the Head Start Policy Council, and the SCMCAA Board of Directors.

RESPONSIBILITIES

Responsible to provide supervision over the Head Start program and to develop and implement operational policies and procedures in conformance with those of SCMCAA and regulations, policies, etc., disseminated by the funding agency. Responsible to assure that the program is operated in a manner to provide maximum assistance to parents through offering child development services for eligible children. Further responsible to develop and implement strategies for promoting community-wide support to and interest in the Head Start program. Responsible for the development of specific goals and objectives in the Head Start program to ensure compliance with the performance standards.

PERFORMANCE STANDARDS

Work performance is measured by the success of the Head Start program as evidenced by the performance in the annual self-assessment and in the On-site Program Review. The Director must be able to apply principles of organization and management; have knowledge of the needs, characteristics and development of the pregnant mother, infant, toddler and preschool child; obtain, analyze, and present statistical data; supervise, prepare and present reports, both written and oral; and make independent judgment concerning the overall effectiveness of the Head Start program. Work performance, supervision, and directions must conform to the Head Start Program Performance Standards dated November 7, 2016 and other applicable directives and/or regulations.

DUTIES

1. Organizes and supervises the operation of the child development programs and centers within the geographic area served by SCMCAA, assures that the programs

- are operated to provide maximum benefits to the enrolled children and their parents in conformance with established guidelines and regulatory controls.
2. Supervises the preparation of the annual and long-range program plans insuring that the activities and strategy for their application are directed to meeting clearly identified needs and issues.
 3. Prepares periodic reports on the status of the program and its various components which outlines the progress, problems, solutions, and other particulars.
 4. Serves as the liaison with other organizational elements of SCMCAA and with public and private agencies that are involved in providing similar or supportive services within communities and the geographic area.
 5. Prepares and implements staff training programs where such need becomes apparent from reports, inspections or other means. Coordinate such programs with SCMCAA's supervision, planning, evaluation, and keeping within the agency Strategic Plan.
 6. Continually advises the SCMCAA Executive Director of the status of the program and its effect and impact on the served community.
 7. Maintains supervisory control and responsibility of all supplies and equipment assigned to the Head Start Program.
 8. Fiscal responsibility with program budget, reviewing financial statements, monitoring funding resources to support program services and ensure integrity.
 9. Prepare, provide for review by Finance Director, and submit Head Start and Early Head Start Program grants.
 10. Maintain systems to ensure performance accountability throughout the entire program.
 11. Performs other duties as directed.

QUALIFICATIONS

1. The Head Start Director, in accordance with the November 7, 2016 issuance of the Head Start Performance Standards, must have at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.
2. Must have work experience or training in the fields of Business Administration, Administration, Education, Sociology, or Social Work.
3. Must have 5 years of related experience in management, administration and have knowledge of organizational principles and concepts. Should be able to coordinate projects and apply basic management and administrative techniques.
4. Must have the ability to organize, supervise and direct the activities of others, and to establish and maintain effective working relationships with SCMCAA, program staff and parents, and other professionals.
5. Must have the ability to work in harmonious relationships with persons of various interests and backgrounds regardless of race, color, creed, religion, national origin, age, or economic and social standing.
6. Job function requires extensive local mobility and travel. The Director must have transportation, a valid driver's license, and proof of insurance.

EDUCATION REQUIRED

The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job.

GENERAL REQUIREMENTS

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB test, clearance of the State Central Registry on Child Abuse and Neglect; possess valid Driver's License with clearance from agency insurance provider and reliable transportation.

Please submit a resume, transcripts and letter of application to:

Ann Smith, Executive Director
SCMCAA
PO Box 6
Winona MO 65588

Please contact SCMCAA if you have any questions, 573-325-4255 or email the Executive Director: atsmith@scmcaa.org