

## POSITION DESCRIPTION

JOB TITLE: Head Start/Early Head Start Director

SALARY RANGE: 14

SUPERVISES:

Component Specialists  
Head Start Secretary

WORK STATION:

Central Office

GENERAL DESCRIPTION:

The Head Start/Early Head Start Director is responsible for the overall leadership, management, and coordination of the project, including providing information and support to the Policy Council.

SPECIFIC RESPONSIBILITIES:

1. Responsible for achieving or exceeding the overall goals of the project.
2. Develop and implement a planning process, including work plans and budgets.
3. Prepare funding applications for submission to funding sources.
4. Develop and update as necessary, the project organization structure, including job descriptions, lines of authority and accountability.
5. Develop and monitor budgets for all project funds.
6. Ensure that expenditures are within budget allocations.
7. Secure resources to meet the local share requirements of federal grants.
8. Ensure that adequate program and participant records are maintained and that required reports are submitted as required.
9. Responsible for implementation of agency policies within the project and complying with funding source requirements.
10. Stay informed about project-related legislative and technical developments.
11. Keep component specialists, senior management and project staff informed of developments.
12. Select, orient, train and evaluate the work of management staff.
13. Assign, schedule and review the work of management staff.
14. Establish and maintain effective working relationships between program staff and other agency personnel, government entities, relevant community agencies, public officials and funding sources.
15. Plan, direct and participate in a public information program to ensure that the community is aware of the purpose and goals of the program.
16. Advise the Executive Director on all project planning and policy matters.
17. Responsible for ongoing monitoring and evaluation of program effectiveness, including goal achievement and program impact.
18. Perform additional duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess a minimum of a BS degree in education, early childhood, child development, social services or other related field.

2. Knowledge of basic management theory, practices and methods and at least one year experience in their application.
3. Knowledge of program area obtained through at least one year of relevant experience.
4. Ability to prepare funding proposals and budgets.
5. Knowledge of all laws and funding source regulations applicable to the program.
6. Knowledge of agency purpose, goals, policies and procedures.
7. Ability to training and develop staff.
8. Ability to effectively coordinate program with other agency programs.
9. Ability to speak effectively in public.
10. Ability to conduct oneself in a manner projecting a positive image to staff, program, agency and community.
11. Obtain initial medical exam and TB assessment within 30 days of employment. Complete a medical exam and TB assessment every five years following initial employment.
12. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.

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I accept the duties and responsibilities as outlined in this position description.  
This position is exempt from the overtime provisions of the Fair Labor Standards Act.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor/Mentor

\_\_\_\_\_  
Date of Orientation