

# MountainHeart

## Job Description

**Job Title:** Director  
**Department:** Early Head Start and Head Start  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 2

**Summary:** The Head Start Director is responsible for assuring all the Head Start program mandates and standards for excellence are met on a daily basis. This position develops the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the Head Start Director, some responsibilities may be delegated to other staff.

### Essential Duties and Responsibilities

- Oversees program operations of Head Start and Early Head Start.
- Must be willing to travel out-of-county as needed.
- Must have knowledge of principles of management and administration.
- Interpret all governmental statutes, regulations, transmittal notices and memoranda pertaining to Head Start/Early Head Start.
- Design, coordinate, and update community needs assessment and develop goals and options which reflect local priorities.
- Prepare grant applications with staff, parents, and community and present to Policy Council and Board of Directors and assure financial statements.
- Monitor budget expenditures and present monthly reports to Policy Council and Board of Directors and Fiscal Office.
- Review employee's timesheets, applicable leave forms, etc. and submit to Fiscal Office for processing.
- Utilize community needs assessment and other pertinent data.
- Responsible for property procurement, inventory, control, and fiscal cost-effectiveness.
- Participate in monitoring entrance and exit interviews, work to resolve monitoring exceptions and implement management recommendations
- Develop and maintain clear-cut lines of authority and channels of communication.
- Assist Personnel Committee of Policy Council in recruiting, screening, interviewing, and selecting Head Start/Early Head Start staff.
- Supervisor and evaluate the job performance of all staff directly supervised, making recommendations on employment, promotion, disciplinary action, or termination.
- Establish and maintain linkages with public schools.
- Other duties as assigned.
- Ability to communicate with families in a warm and caring manner.
- Maintain confidentiality at all times.

### Supervisory Responsibilities

This position does have supervisory duties.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

Bachelor's Degree in Early Childhood Education, Special Education, Business Administration, Psychology, or related field with one (1) year related work experience.

Must have valid West Virginia driver's license with dependable transportation and minimum automobile liability insurance. Clear criminal background and maltreatment APS/CPS check and must be bondable, annual physical with TB testing. Among other State and Federal requirements.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

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Employee Signature

Date