



Job Description

Job Title:	Director
Department:	Head Start, Early Head Start, Parents as Teachers/PREP
Reports To:	CEO
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 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, Early Head Start, Parents as Teachers and PREP programs.
- Must be willing to travel out-of-county as needed.
- Must have knowledge of principles of management and administration.
- Interpret all governmental statues, regulations, transmittal notices and memoranda pertaining to Head Start/Early Head Start/PAT/PREP.
- Assure the community assessment is updated and utilized to develop goals and options which reflect local priorities.
- Prepare grant applications with staff, parents, and community. Present to Policy Council and Board of Directors.
- Monitor budget expenditures and present monthly reports to Policy Council and Board of Directors.
- Review employees' timesheets, applicable leave requests, etc, and submit to Fiscal Office for processing.
- Utilize community assessment and other pertinent information in program planning.
- 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.

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- Assist in recruiting, screening, interviewing, and selecting staff for Head Start, Early Head Start, PAT, and PREP.
- Supervise and evaluate the job performance of all staff directly supervised, making recommendations on employment, promotion, disciplinary action, or termination.
- Establish and maintain linkage with public schools.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities: This position does have supervisory responsibilities.

Competencies

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

- Quantity - Completes work in a 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.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agencies core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

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 work related work experience.

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Must have valid West Virginia driver's license; clear criminal background and APS/CPS check and must be bondable. Must have a physical every two years with initial tine test or TB Risk Assessment.

Language Skills:

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

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 may occasionally lift and/or move up to 25 pounds.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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