

COMMUNITY DEVELOPMENT INSTITUTE HEAD START EMPLOYEE JOB DESCRIPTION EXEMPT

Each position must have a Position Description that is developed for the position and not the individual. The immediate supervisor will review this position description with the employee upon hiring. Management may revise this description if there are substantial changes in the duties or if management feels there is need for an update. If this occurs, the employee may be asked to provide input.

TITLE OF POSITION: Program Director

IMMEDIATE SUPERVISOR: NIM Site Manager

A. GENERAL SUMMARY OF WHAT THE POSITION DOES

This position manages the day-to-day program operations of a program with Head Start and/or Early Head Start including personnel administration and supervision and oversees the over-all program to ensure smooth functioning of the program in all areas to provide quality services to children and families, and to support the goals of the program. Responsible for development, training and on-going work with the program Policy Council. Communicates with community stakeholders to develop positive and supportive relationships and image. Provide leadership within the program.

B. EXPLANATION

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 smooth operations of the program and is ultimately responsible to the NIM Site Manager.

1. EXAMPLES OF SPECIFIC JOB DUTIES--ESSENTIAL JOB FUNCTIONS

a. Program Planning and Implementation

1) Responsible for the following:

- a. Develops, implements, and Monitors an ongoing monitoring plan to meet the Head Start Program Performance Standards and local childcare licensing and/or other applicable regulations.
- b. In conjunction with the Family Services Coordinator, assures that the program serves the number of eligible children for which it is funded.
- c. Collaborates with parents, staff, and management team to establish policies and procedures for the implementation of content areas and management systems that support effective service delivery.
- d. Supports and oversees the development of the program's annual T/TA Plan. Ensures that a system for tracking and documenting individual and group training is implemented.
- e. In consultation with the Education Coordinator/manager, assures that classrooms and playgrounds are well-equipped.
- f. Oversees the development of a system for professional development plans for all employees and uses that information to develop an Agency T/TA Plan. Ensure that all staff participate in developing a professional development (PD) plan and that PD plans are used to inform the program TTA plan and other PD activities.

- g. Finalizes and submits the Program Information Report (PIR) to the contractor or replacement grantee.
 - h. Works directly with Policy Council (PC); sets agendas, organizes and attends all meetings. Provides and/or oversees an annual orientation for all new PC members; serves as the main link with PC with NIM Site Manager; uses approved PC documents for training and implementing monthly Policy Council meeting. Ensures participation by Policy Council members for appropriate tasks and demonstrates active communication regarding CDI Head Start issues.
 - i. Lead in organizing self-assessment activities for specialist, leads, and managers that travel onsite.
- 2) Stays up-to-date on all aspects of the Head Start Performance Standards, Head Start Act, Head Start Information memorandums and Program Instructions. Is knowledgeable about state childcare regulations and how to implement them.
 - 3) Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
 - 4) Sets priorities and provides leadership for the implementation of all of the Head Start Program Performance Standards and especially Part 1302 Subpart J – Program Management and Quality Improvement.
 - 5) Utilizes program data to evaluate outcomes according to objectives developed for the program plan and as required by federal regulations (monitoring).
 - 6) Provides oversight of record keeping and reporting systems. Prepares and submits program performance and statistical reports to NIM Site Manager on a regular and timely basis (e.g., monthly reports, RAISE, etc.). Responsible for timely preparation and submission of accurate reports to the Policy Council, NIM Site Manager, CDI Denver office, etc. (reporting).
 - 7) Oversees and administers the Head Start(s) grant on a day-to-day basis.
 - 8) Reviews and approves all personnel actions, purchase orders and time records assuring accuracy and completeness.
 - 9) Responsible for assuring participation in training opportunities, regional and statewide councils, state sponsored meetings, committees and task forces, of supervisors and staff as appropriate.
 - 10) Responsible for program development and implementation, focusing on a family-centered approach consistent with the goals and objectives of the program.
 - 11) Ensures compliance with all applicable local, state and federal contracts, surveys and licensure as appropriate for Head Start and other state contracts.
 - 12) Supervises and participates in quality assurance programs to ensure quality of services and maintenance of standards of performance to include regular program evaluation and related surveys, maintaining statistical records and documentation.
 - 13) Facilitates a team approach to management ensuring a favorable work climate and timely completion of all requirements.
 - 14) Receives and responds to parent and community complaints/grievances about the program.
 - 15) Leads in the development and implementation of an annual administrative calendar of activities and deadlines for program use utilizing the CDI Head Start template to cover all required areas as a minimum.
 - 16) Oversees development of an annual program calendar insuring correct number of days of service, holidays, etc.
 - 17) Participates in telephone conference calls and other virtual meetings.
 - 18) Participates in the community assessment process (where applicable).
 - 19) Participates in the CDI Head Start Implementation process and activities (e.g., Expanded Startup, Self- Assessment, AI for Management Teams, etc.).
 - 20) Regular and predictable attendance is a requirement of the job.

b. Budget and Fiscal

- 1) Responsible for daily budget oversight. Oversees coding of all payments and reviewing detailed weekly transaction reports and budget comparison reports.
- 2) Identifies and pursues potential additional funding sources, grants, and local monies to support program activities as appropriate.
- 3) Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents, and the PC to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary. Maintains and oversees all internal accounting systems to insure accountability for program income, supplies, expenditures, inventory control and risk management
- 4) Reports regularly to the NIM Site Manager on budget and program status.
- 5) Reviews and authorizes all expenditures and disbursements before submission to Denver fiscal department.
- 6) Participates in developing contracts for space, services and purchases.
- 7) Oversees and monitors agreements for the purchasing of goods and services assures that bids are solicited in accordance with state and federal regulations.
- 8) Participates in monthly fiscal calls with Denver Fiscal Specialist and Site Manager.
- 9) Contributes to the collection and edit processes of correct documentation for the Child and Adult Care Food Program (CACFP).

In-Kind

- 1) Tallies monthly in-kind contributions and submits with primary source documentation to Denver on a monthly basis for tracking.
- 2) Audits primary source documentation for in-kind to ensure compliance with federal regulations and reconciles where needed.
- 3) Provides training and technical assistance to staff on what is acceptable.
- 4) Uses the CDI HS Non-Federal Share Handbook In-Kind Guidance document as a guide.

c. Community Relations/Public Affairs

- 1) Coordinates and supervises public relations for the program.
- 2) Coordinates and approves all news media releases in conjunction with the rest of the program.
- 3) Serves on community task forces and other groups as part of an integrated community services approach.
- 4) Behaves in a professional and positive manner for transition of the program to the replacement grantee.

d. Supervision and Training

- 1) Conducts regularly scheduled staff meetings (i.e., management team meeting, all staff meetings, etc.).
- 2) Provides guidance in the areas of staffing patterns, job descriptions, performance standards, job priorities, etc.
- 3) Recruits and discharges staff in partnership with the managers/specialists/supervisors after discussion with NIM Site Manager and following federal guidelines and CDI Head Start Employee Handbook Human Resources Policies and Procedures.
- 4) Sets goals, monitors, provides feedback and evaluates management team staff annually according to position description, performance standards and agency policy.
- 5) Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meeting and review of files and documentation.
- 6) Oversees orientation and pre-service training to new staff in conjunction with the staff person responsible for personnel as well as the supervisor of the position.

e. Active Supervision Duties

- Applies anytime you are working with children:
- 1) Understands and implements all required policies and procedures related to the active supervision of children at all times, including:
 - a. Observation of the environment evaluating that children have a place to play and they can be observed and listened at all times.
 - b. Continuously scan & count for children under care and reports accurate number when asked.
 - c. Listen to children at all times to identify potential danger, like specific sounds or the lack of any sound that may trigger an action.
 - d. Develops knowledge to the children under care to anticipate their behavior, performing wellness check and being proactive and avoiding putting children in danger.
 - 2) Collaborates with the Bus Driver in teaching children the correct safety procedures for boarding and exiting a bus as well as the danger zones around the vehicle.
 - 3) Checks independently from the bus driver that the bus is empty at the end of each run and that all children are accounted for.
 - 4) Interacts with children throughout their time on the bus to extend and reinforce classroom learning.
 - 5) Ensuring that indoor and outdoor equipment and facilities are clean and do not present any hazard.
 - 6) Ensure that classrooms and centers are equipped with safety supplies that are readily accessible to staff.

2. EXAMPLES OF GENERAL JOB DUTIES--ESSENTIAL JOB FUNCTIONS

- a. Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- b. Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- c. Attends all required staff and parent meetings and activities.
- d. Responsible for understanding Head Start Performance Standards and local childcare licensing regulations.
- e. Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.
- f. Positively promotes Head Start in the community.
- g. Models and exercises supervisory authority to support other employees in the execution of work duties in a manner consistent with CDI Head Start standards for compliance with all applicable laws, rules and regulations, including CDI Head Start policies and procedures reflecting best practices. In addition, supervisors are expected to model exemplary standards of ethical behavior and exercise careful stewardship of program funds, and support those they supervise in adhering to those standards.
- h. Becomes thoroughly familiar with CDI Head Start Employee Handbook: Human Resources Policies and Procedures, CDI Head Start Operations Manual and all other CDI HS handbooks, manuals and resources and adheres to them.
- i. Plans and directs the work of the staff supervised. Observes and gives feedback to staff or volunteers supervised where applicable and other staff as assigned on at least a weekly basis.
- j. Makes appropriate personnel decisions that do not require higher approval and submits others as a recommendation to the supervisor.
- k. Determines appropriate training needs to meet the program goals and objectives and makes the necessary recommendations.
- l. Develops and supports the professional development plan for staff supervised.
- m. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.

- n. Monitors compliance with the Head Start Program Performance Standards.
- o. Develops and implements a plan and system of continuous ongoing monitoring and evaluation of activities within the program.

PERFORMS OTHER RELATED DUTIES AS ASSIGNED

C. SUPERVISION EXERCISED

This position provides content area supervision and technical assistance to all agency staff.

D. KNOWLEDGE AND ABILITIES

Knowledge: Thorough knowledge of Head Start and general knowledge of financial and budgetary management and program administration, principles and techniques of supervision and personnel management; principles of grant preparation; and well-developed public relations skills are required. Knowledge of local resources, customs and languages helpful.

Abilities: Ability to provide leadership and direction to all program staff, clients and community partners. Ability to successfully manage a multifaceted program and to interpret federal and state laws pertaining to the program. Ability to plan and direct activities; to write goals and objectives and to supervise the work of others. Ability to establish and maintain effective working relationships and to communicate effectively verbally and in writing. Ability to handle complex and difficult assignments.

LANGUAGE SKILLS

- Ability to communicate ideas and instructions orally and in writing.
- Ability to speak, read and write English well enough to understand and be understood by others.
- Ability to write reports and business correspondence and proposals/grant applications.
- Ability to read, analyze, and interpret general business journals and technical procedures.
- Ability to speak before groups of individuals.
- Some Bilingual fluency helpful (English/Spanish or English and other languages present in the local area).

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, percentages and overtime.
- Ability to produce and interpret graphs, charts, spreadsheets and other mathematical reports.

REASONING SKILLS

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions.
- Ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
- Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

OTHER SKILLS AND ABILITIES

- Ability to exhibit patience and tact when communicating with children, families, staff, management, funding agencies, referral sources and the public.
- Ability to project professionalism in conducting daily activities.

E. EDUCATION AND EXPERIENCE

Minimum requirement is a bachelor's degree and experience in supervision of staff, fiscal management, and administration.

This position requires demonstrated skills and abilities in a management capacity relevant to human services program management. Courses in public administration to include, budgeting, personnel, and supervision are helpful.

Requirements for employment with CDI Head Start may be different than those required by the prior grantee or a replacement grantee. If applicable federal, state or local Head Start or child care regulations, now or as amended in the future, contain additional requirements or qualifications for this position which are not specifically stated in this Job Description, the requirements and qualifications will apply, even if not specifically set forth in this Job Description.

Bilingual preferred (English/Spanish or English and other languages present in the local area). Acceptable tuberculosis screening results (if required by state regulations), a clear criminal records check (including child abuse registry check if required by state regulations) and an initial health exam are required post job offer and prior to employment. Current and former Head Start/Early Head Start parents will receive preference for employment vacancies for which they are qualified.

F. PHYSICAL DEMANDS AND WORKING CONDITIONS

- May be required to lift up to 25 pounds.
- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- Must be available for a variety of evening and weekend meetings as well as social and community events.
- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Local travel in the middle of the workday will be required for the above as well as site visits and home visits.

The requirements of your Job Description are important in providing services to children and families, and for keeping you, children and co-workers safe during the work day. If you are unable to perform any of the functions required in your job description due to a disability, you are invited to direct any requests for accommodation to the Site Manager.

The selected candidate will be based in the program's Administrative Office, in Tilton, IL. This position will be open until it is filled. For more information, please contact Monique Aris at 217-474-9870.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the requirements of this position, and satisfy the expectation for regular attendance.

Employee Signature

Date

Printed Name

**Supervisor Signature or
CDI Head Start Designee Signature**

Date