QUALIFICATIONS: Minimum of an Associate Degree in Early Childhood Education or related field. Bachelor’s degree and State of Ohio Teaching Certificate preferred. Must have previous experience with Head Start or similar early childhood education program, supervisory skills, program management, grant writing, staff development and budget management. Proven ability to build community partnerships; work with volunteer boards and parent groups. Excellent communication skills and computer skills are essential. Familiarity with Federal Head Start Standards and review process is required.

NATURE OF WORK: Provides administrative and programmatic leadership of Heart of the Valley Head Start. Provides direct supervision of the day-to-day operations of the Head Start program. Works with state, regional and Federal Head Start personnel to maintain relationships, stay informed of changes and trends ensure compliance with standards and provides staff/parent training and development.

REPORTS TO: Athens-Meigs ESC Governing Board and Head Start Policy Council. Follows the leadership chain of command established by the ESC Governing Board.

CLASSIFICATION: 12 month contract. Some evening and weekend work may be required.

SUPERVISORY RESPONSIBILITIES: Center Managers, Health Nurse, Family Service Coordinator, Data Entry, Early Head Start Coordinator, Administrative Staff and any other personnel as assigned by the Superintendent/Executive Director or ESC Governing Board.

DUTIES AND RESPONSIBILITIES:

LEADERSHIP AND SUPERVISION
  Provide leadership and supervision to assigned staff.
  Facilitate resolution of conflict.
  Provide leadership and encourage continuous improvement to the Head Start management team in the following areas: program monitoring and self-assessment, effective site management, outcomes development and measurement, data tracking and reporting and systems plans development and review.
  Advertisement of bids for purchasing and selling of buses and other equipment as appropriate.
  Development and execution of Interagency Agreements and contracts.
  Attend Advisory meetings.
  Support Early Head Start Program Coordinator and staff.
  Respect colleagues and the Heart of the Valley Head Start Program and support them in maintaining a quality program.
  Maintain a high standard of professional conduct and attendance.
  Develop system of reviewing applications for vacant positions.
  Work with Bus Maintenance contractor regarding bus safety and maintenance.
  Schedule interviews, prepare paperwork and notify candidates of interview schedules.
  Perform any job duty assigned by Superintendent/Executive Director as deemed necessary.
PROGRAMMING & COMPLIANCE
Complete necessary annual grant applications and compliance reporting requirements.
Work with the Athens-Meigs ESC Governing Board, Fiscal Dept and Policy Council to
design and implement a budget for each program year.
Manage grant implementation when funding is approved, including budget accountability
and any required fiscal compliance documentation.
Ensure compliance with Federal Performance Standards. Provide leadership in preparing
for and during site reviews.
Ensure program compliance with the Ohio Department of Education licensing
regulations.
Review and approve time sheets, mileage reimbursement forms and purchase requests.
Work with Treasurer’s office to develop, monitor and maintain sound fiscal management
of the program.
Participate in strategic planning for Head Start, including timelines for program planning.
Work to integrate services to children whenever feasible and beneficial to the child and
family.
Ensure that appropriate parent, community and Policy Council training occurs according
to Performance Standard requirement.
Work with Center Managers to maintain the safety of each site including health
department inspections, fire drills, reporting general maintenance needs, etc.
Monitor reports and logs of Health Nurse and Family Service Coordinator.
Ensure maintenance of staff personnel files, separate health files and training files.
Ensure for completeness and compliance. Notify supervisors of items needing to be
renewed or updated.

STAFF DEVELOPMENT
Initiate advertising, review applications, interview applicants and select employees in
conjunction with management staff.
Ensure that employee performance evaluations are completed in a timely manner.
Develop and maintain staff training and development plan.

PARENT AND COMMUNITY RELATIONS
Involve parents in all aspects of the program to encourage their growth and self-
sufficiency.
Plan and facilitate parent orientation.
Develop and maintain a working relationship with Policy Council and provide reports to
the Council and ESC Governing Board.
Establish and maintain relationships and collaborations with the public school districts,
higher education and community agencies and partners.
Establish and maintain relationships with state, regional and Federal Head Start personnel
to ensure accurate communication, information and compliance with standards.
Serve on Family and Children First Council in Gallia and Meigs counties.

I acknowledge the understanding of my job duties as described._____________________

Date_____________________

Equal Opportunity Employer/Provider
Revised March 11, 2015