

COMMUNITY ACTION OF LARAMIE COUNTY, INC.



Job Title:	Head Start Program Director
Reports To:	Executive Director
ID:	Laramie County Head Start (LCHS)
Type of Position:	Hours ___40___ /week Full Time /Exempt 12 Months

GENERAL DESCRIPTION

Responsible for managing and exercising executive supervision over the Head Start Early Childhood Program in accordance with the National Head Start Performance Standards, the Head Start Act and the State of Wyoming Childcare Licensing. Responsible to oversee training and accountability for Head Start staff in keeping with Community Action of Laramie County, Inc. (CALC) guidelines and policies. Responsible for ensuring that all eligible children and their parents receive the maximum services available linking families, staff and community together. Responsible to oversee communication, resource development, and team effectiveness.

JOB RESPONSIBILITIES & REQUIREMENTS

The following list of duties is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the duties of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

Responsibilities:

- Researches and interprets directives pertinent to Head Start programs and activities to acquire a comprehensive knowledge of concepts and compliance requirements.
- Establishes and maintains a close liaison with community, public and private agencies, groups and associations with resources and services which can serve Head Start programs and needs.
- Devises methods and strategies to achieve goals and objectives.
- Analyzes requirements for individual program components, administrative support, and logistical support, to determine the types and quantity of resources needed to support operational responsibilities.
- Assists subordinate staff in mobilizing new and available resources and services to support program components.
- Provides managerial assistance to staff personnel in planning, organizing, coordinating, directing and controlling functions of development, implementation and execution of program plans.
- Subjects each plan to comprehensive review to ensure that it is designed to achieve its objectives. Ensures that resources are available to support the plan.
- Prepares and submits proposals and requests for grants.
- Prepares budgets and allocates resources to develop procedures for the acquisition, distribution utilization, maintenance and accountability of resources.
- Determines the need and utilization of staff positions.
- Working with CALC Human Resources/Executive Director, assigns and selects personnel for staff positions; establishes procedures for records maintenance, filing and disposition; establishes procedures for the use, operation, maintenance and control of assigned motor vehicles; ensures that vehicles are registered and licensed; develops and maintains a safety program; enforces safety rules, procedures and compliance requirements; conducts safety education; with the assistance of Human Resources/Executive Director, reviews job related accidents and injuries to determine causes and initiates corrective action to prevent recurrence; reviews requests for purchases, services, maintenance and other expenditures to maintain budget control; visits work sections to monitor and evaluate accomplishments, efficiency and compliance requirements; participates in organizing councils and committees; with the assistance of Human Resources/Executive Director, reviews complaints and grievances of staff personnel and resolves personnel problem; enforces and complies with personnel policy and maintains standard of discipline; counsels personnel on deficiencies and recommends corrective actions; reviews personnel classification actions for promotions, demotions, reassignments, reprimands and terminations.
- Reviews leave requests, travel requests, mileage vouchers, subsistence claims vouchers and other claims requests;
- Motivates personnel to participate in Professional Development Plan to enhance professionalism in assigned positions.
- Keeps the Executive Director apprised of accomplishments, problems and current status of program components and department operations, attends meetings, workshops, seminars, conferences and special functions and activities.
- Performs other functions as assigned or designed by the Executive Director of Community Action of Laramie County.

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- Must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.
- Must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.
- Must establish and maintain a formal structure for program governance that includes a governing body, a policy council. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

EDUCATION & EXPERIENCE

- At minimum, a baccalaureate degree in early childhood, child development, social work, psychology, adult education or other human services field, and 5 years' experience in supervision of staff, fiscal management, and administration.
- Must possess, or be willing to attain, certification in infant/child and adult CPR and First Aid.
- Must be willing to continue professional development.
- Experience in human services setting including work with low-income children and families of diverse backgrounds preferred.
- Ability to speak Spanish is a plus but not required.

KNOWLEDGE & SKILLS

- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program.
- Understands how the Head Start Program Performance Standards, the Head Start Act, technical assistance resources relate to daily work.
- Ability to organize and prioritize daily work load and schedules.
- Develops knowledge of effective relationship-building practices, and understands families are vital to children's development and learning.
- Must be able to build an environment that is respectful, culturally responsive and trusting.
- Use different program data sources to inform and work with parents and expectant families.
- Identifies and reflects on personal values, experiences, ethics, and biases (e.g. gender, racial, ethnic, cultural, or class) in order to become self-aware and more effective in working with diverse groups of people.
- Understands the value of reflective supervision for personal and professional growth. Effectively utilizes supervisory feedback, educational opportunities, and technical assistance resources to improve individual skills and knowledge.
- Understands the proper steps to ensure family and child safety when safety is threatened.
- Has an extensive knowledge of social service and community resources.
- Can provide training and facilitate group processes and interactions.
- Must be responsible for handling confidential material, effective organization and working independently.
- Must be flexible and adaptive to change.
- Must comprehend and interpret written reports of a technical nature.
- Must be able to operate a computer, telephone, keyboard and other office equipment.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

- Must possess stamina to remain seated for extended periods.
- Must occasionally lift and/or move up to 50 pounds.
- Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- Must be able to occasionally tolerate exposure to outside weather conditions.
- Must be able and willing to drive a vehicle in a variety of weather conditions.
- Must be able to tolerate diverse environmental workspaces.
- Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.

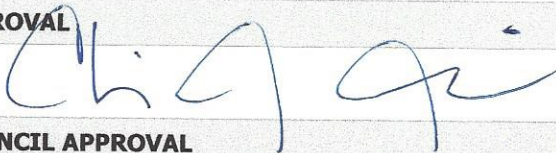
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OTHER REQUIREMENTS

- Must ensure a safe, healthy learning environment by following all health, safety, and sanitation rules.
- Responsible for ensuring that children are supervised and ratios are followed at all times.
- Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.
- Professional demeanor, attendance/punctuality, appearance and hygiene.
- Ability to negotiate effectively and utilize conflict resolution skills.
- Must possess strong interpersonal, verbal and written skills, and customer service skills.
- Willingness to work evening and weekend hours; ability to travel to include extended days and overnight stays.
- Must be able to pass State of WY Division of Criminal Investigation and Department of Family Services Central Registry background checks.
- Must complete/pass First Aid and CPR course annually.
- With Executive Director, must design and progress in a personal professional development plan.
- Must complete TB test prior to hire and physical examination within 90 days of hire, and complete each annually thereafter.
- Must abide by signed Confidentiality and Ethics Statements.
- Must assure that program goals are met.
- Must perform duties with minimal supervision.
- Must comply with CALC Policies and Procedures, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations.
- Must participate in meetings and trainings (Including mandatory training periods).
- Must maintain a valid driver's license and be insurable by CALC insurance provider.

BOARD APPROVAL

APPROVED BY



Date 1-19-17

POLICY COUNCIL APPROVAL

APPROVED BY



Date 2-2-17

STATE RESPONSIBILITIES

- Participate in the development and implementation of the organization's strategic plan.
- Provide leadership and guidance to subordinates.
- Monitor and evaluate the performance of subordinates.
- Develop and implement policies and procedures.
- Represent the organization at public events.
- Prepare and submit reports to the Board of Directors.
- Maintain accurate records of all activities.
- Ensure compliance with all applicable laws and regulations.
- Manage the organization's budget.
- Foster a positive work environment.
- Communicate effectively with all stakeholders.
- Lead by example.
- Stay current on industry trends.
- Promote the organization's mission and vision.
- Encourage innovation and creativity.
- Build strong relationships with other organizations.
- Provide excellent customer service.
- Manage risk and ensure business continuity.
- Uphold the organization's values and ethics.

APPROVED: _____
DATE: _____
APPROVED: _____
DATE: _____