



***WATEREE COMMUNITY ACTIONS, INC.***

## **Head Start Director Job Posting**

**SUMMARY DESCRIPTION:** The Head Start Director will provide strategic leadership and direction for all Head Start classrooms within the Wateree Community Actions network of centers. He/she will set and oversee the direction of the program and ensure that all Head Start children and their families receive services meeting and exceeding all components of the Head Start Performance Standards, along with other licensing and accrediting entities. The Director will supervise the content area specialists in the areas of ERSEA, disabilities, nutrition, child health, and mental health. The Director will develop relationships with the regional office staff, community partners, families, and school leaders to implement a successful Head Start program. He/she will demonstrate a commitment to early childhood best practices and innovation.

### **PERFORMANCE RESPONSIBILITIES:**

- Provide strategic, operational, programmatic direction for the Head Start Program.
- Coordinates and ensures proper implementation of required grant program components within the guidelines and policies of the Head Start Performance Standards.
- Develop and implement systems and procedures to deliver high quality early childhood education and family engagement through a comprehensive two generation approach.
- Ensure compliance with all governing regulations, guidelines, licensing standards, program compliance objectives and performance standards.
- Review Program Instructions and Information Memorandums and other communications from the Office of Head Start and propose the appropriate actions that need to be implemented.
- Prepare for Head Start Reviews and plan for timely and appropriate follow up.
- Oversee a strategic community-wide assessment every three years and an annual update during the intervening years to determine priorities, set goals and objectives for a strong two generation Head Start program.
- Plan and lead an annual self-assessment and submit follow-up reports as requested.

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- Organize and prepare monthly, annual, and additional reports and other correspondence as required by Head Start, Executive Director and Policy Council
- Coordinate with the ERSEA team to recruit, determine eligibility, select, and enroll qualified children for Head Start based on the funded enrollment.
- Assure that the collection of required documentation for enrollment in the Head Start is accurate and timely.
- Monitor child vacancies in the Head Start program.
- Build and maintain positive professional communication with the site staff, state and regional Head Start representatives, and outside agencies.
- Serves as a liaison between center directors, classroom staff, program staff and Head Start families concerning issues related to attendance and discipline concerns.
- Supervise program content area specialists in the implementation of ERSEA, disabilities, mental health, nutrition, and child health services.
- Coordinate with the Content Area Specialist to ensure that center managers and teachers are familiar with and implementing Head Start systems and procedures.
- Coordinate ongoing improvement plans with the specialists, center manager and executive director.
- Make regular site visits to each Head Start center.
- Manage the professional development of Head Start staff to assure that requirements are met.
- Assist center staff with the acquisition of appropriate Head Start materials and equipment.
- Develop, monitor, and provide general oversight of all Head Start program budgets. Review and analyze monthly financial and statistical reports to assess the budget status and to initiate preventative measures as needed.
- Ensure that the school readiness plan is a strong two generation plan and is administered as required by Head Start and includes ensuring parents are notified of program goals, objectives, and activities throughout the school year.
- Ensure appropriate governance that meets Performance standard requirements, including regular updates to the Board, planning, and attending regular Policy Council meetings, and other actions are needed.
- Assist teachers and center staff with referrals as needed or requested by collecting required information and attending Tiers of Intervention meetings with families as needed.

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- Submit modified school day requests to the regional office on a case-by-case basis and monitors progress of students attending under a modified schedule.
- Complete the Head Start grant application process yearly to ensure continued funding of the grant in cooperation with the development department.
- Attend state, regional, and national conferences and trainings as required by Head Start.
- Plan and coordinate summer transition options for Head Start children.
- Coordinate transition activities between Early Head Start and Head Start and also transition into kindergarten with all blended PreK classrooms.
- Work in collaboration with the Program team to support children entering into and transitioning from Head Start.
- Complete other duties as assigned or required to support centers in meeting NAEYC, Head Start, and Quality Rated standards.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

- Accountability
- Must be pro-active to the needs of the program.
- Excellent interpersonal skills
- Public Speaking skills
- Prior management experience required.
- Excellent communication skills, both written and oral,
- Ability to work effectively with a diverse population.
- Spanish language ability helpful but not required.
- **EDUCATION, TRAINING, AND EXPERIENCE:**
- Bachelor's degree required, Master's strongly preferred, in early childhood education, social science, community service, business or public administration.
- Ten years of administrative experience in an early childhood setting
- Demonstrated skills and abilities in a management capacity relevant to complex program management.
- Excellent communication and interpersonal skills
- Proven ability to develop collaborative partnerships.
- Demonstrated track record working and supporting the needs of low-income families and young children.
- Required and demonstrated knowledge includes thorough understanding of the Head Start/Early Head Start program model; regulations and standards in early child development; teaching strategies; and the critical contributing components of a high-quality learning environment for infants and toddlers.
- Training, education, or experience may be substituted for certain minimum qualifications.

**CERTIFICATE AND LICENSE REQUIREMENTS:** None

**PHYSICAL DEMANDS:** Must be able to lift 30 lbs. without assistance; 50 lbs. with assistance. Position requires the ability to reach with hands and arms as well as to use hands to finger, handle or feel. Ability to talk and hear as well as stand, walk, and sit required. Occasional need to stoop, kneel, crouch or crawl.

**SPECIAL REQUIREMENTS:** Willingness and ability to travel to all center locations and able to work a flexible schedule. Must pass a criminal background check and also a drug screen.

**EVALUATION:** Performance of this job will be evaluated consistent with WCAI evaluation policy.

**How To Apply:**

Applicants interested in this position must submit a cover letter and resume no later than **June 28, 2021** via one of the methods included below:

**Mail:** Wateree Community Actions, Inc.  
Attn: Human Resources  
P.O. Box 8328  
Columbia, SC 29202

**Email:** [dreddish@wcai.org](mailto:dreddish@wcai.org)

**Fax:** (803) 807-9809

*Wateree Community Actions, Inc. does not tolerate discrimination based on race, color, religion, disability, age, sex, veteran status, familial status, genetic information, national origin, or any other protected category.*

*“An Equal Opportunity Employer”*