



WATERLEE COMMUNITY ACTIONS, INC.

Head Start Director Job Posting

Reports to:	Chief Executive Officer
FLSA Classification:	Exempt
Department/Site:	Head Start Program / Sumter, SC

Functions:

This position is responsible for the day-to-day operations, functions, activities, services, and staff to include planning, directing, organizing, and monitoring programs and works under the supervision of the Executive Director of the agency.

Essential Functions:

- Plans, formulates, coordinates, and implements the Head Start plans and provides direction and leadership for all components. According to conditions noted in grant awards.
- Prepares the Head Start Grant Application and explains it to staff, policy groups, parents, and community with these entities having input into its development for submission to funding sources.
- Directs program operations in a manner consistent with the requirements of contractual agreements, laws, regulations, and funding documents.
- Establishes operating and administrative policies and procedures with the management team to assure efficient program operation and compliance with all contractual terms, conditions, obligations and program performance standards
- Develops, implements, and maintains an on-going evaluation system to ensure quality control of the total Head Start Program, including fiscal accountability and cost- effectiveness.
- Assigns, develops, trains, supervises and evaluates program staff and their work, and reviews and makes recommendations on personnel actions such as employment, retention, promotion, and termination
- Develops program financial plans, and budgets, and work plans with the management team for approval from Policy Council and Board

- Presides at various meetings of staff personnel and special committees to obtain guidance, provides leadership and coordinates the activities of these groups in support of program objectives
- Serves as a liaison between the Head Start Program and the agency governing board, policy council, and community agencies
- Provides periodic written reports on the Head Start Program to the Executive Director, the grantee, policy council and other agencies as required
- Performs any other assigned duties
- Regular staff meetings of Management Team to keep them informed and to get their input and ideas
- Makes presentations to groups about the Head Start Program and seeks positive new coverage for Head Start events.
- Visits the Head Start centers regularly and meets with staff to improve the quality of the program and up-grade the morale among the staff members
- Evaluates the needs for further Head Start services in our service area and plans to meet those needs
- Recruits the best-qualified staff available for the Head Start Program and follows Program Design and Governance and other applicable hiring regulations which include the Policy Council's role in selecting staff
- Oversees a comprehensive effort to recruit, train and utilize volunteers in the Head Start program
- Monitors the career development of all Head Start staff including making sure that their qualifications meet or exceeding all HHS and State and Federal regulations
- Writes and up-dates job descriptions of Head Start staff
- Approves time and attendance of Head Start staff
- Approves out-of-area travel of Head Start staff
- Serves as public relation spokesperson for Head Start
- Conducts and/or provides press releases about Head Start Activities
- Meets with organizations, government agencies, and other groups to share information about Head Start
- Develops and implement plans for generating the required non-federal match for Head Start
- Provide opportunities for staff skills to be enhanced through a multi-disciplinary approach to training
- Works with the Policy Council in organizing and conducting the annual self-assessment and Community Assessment to develop long and short-range goals for the program

KNOWLEDGE AND SKILLS:

- Knowledge of principles of management, administration, budget preparation, and control and supervisor experience.
- Knowledge of policies, practices, and objectives of Head Start

- Ability to write grants, letters, and plans; gather and analyze data and prepare reports and recommendations, solve problems, communicate effectively and relate well to others
- Must be able to interview and select potential candidates for hire
- Must be able to guide and direct staff in a professional and motivational manner
- Must have access to an automobile and possess a valid driver's license
- Must have a current physical exam and an annual TB screening
- Must respond positively to SLED/FBI clearance check

EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Early Childhood Education, Human Services Field, Business or Management Administration with four years of supervisory experience working in a human service program setting.

PHYSICAL DEMANDS:

Must be mobile with the ability to travel to all program locations within target areas and other locations as necessary. Must be able to see, hear, and speak to provide guidance, direction active demonstration when necessary.

Reasonable accommodations will be made to an individual with disabilities to perform the essential functions of this position.

PROFESSIONAL INVOLVEMENT:

Participates in professional organization activities and maintain membership in several professional organizations.

Compensation: \$71,240.00 Annual Gross Salary. The agency benefits package includes medical, dental, vision, short-term disability, 100% company paid life insurance and 403b with a company match, paid time off, and paid holidays are provided.

Beginning Date:

August 2020

Job Posting – Head Start Director

How To Apply:

Applicants interested in this position must submit a cover letter and resume no later than **(DATE)** 2020 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

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”