

CLINTON COUNTY CAP JOB DESCRIPTION
HEAD START DIRECTOR/DIRECTOR OF EDUCATION

Primary Objective: Responsible for the success of the Head Start and Early Learning Center Programs by assuring that all elements necessary for the delivery of high-quality comprehensive services to children and their families are met. Monitors all program components including financial performance and makes regular and periodic adjustments as indicated. Insures a staff culture of collaboration, cooperation, caring, respect, and responsibility.

Responsibilities:

1. Assure the provision of high-quality early education, transportation, health and mental health, disabilities, and nutrition
2. Works with all staff, families, children and the community in a kind, respectful and cooperative manner.
3. Advocates for and assures the appropriateness of programming for children and families in all areas
4. Maintains professional boundaries with families and with other staff
5. Complies with laws, regulations, rules as well as agency policies and procedures
6. Plans and Implements procedures that will assure that the program meets all requirements of funders and regulatory agencies, including but not limited to:
 - a. Recruits, assesses, hires, coaches, and supervises the staff
 - b. Completes tasks such as reports accurately and on time
 - c. Participates as a member of the management team and in collaborative decision making, implementation of agency policies and procedures, to solve problems, to improve quality and to assure staff success
 - d. Advocates for the families and children of the program and community
 - e. Identifies and assures completion of tasks needed by the program to meet quality, funding, and regulatory requirements

Supervision:

The Head Start Director is supervised by the CEO/Executive Director of the Agency.

Qualifications:

- Significant successful experience leading others
- Experience in grant writing, data collection and management and working with organizations and individuals in the community
- Experience with Head Start and/or Childcare preferred
- Bachelor's degree
- 18 years of age or older
- U.S. citizen or legally able to work in the US
- Complete background checks
- Complete the employee medical examination

Employee's Signature

Date

Supervisor's Signature

Date

10/19/21