

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: DIRECTOR

BASIC FUNCTION:

Under administrative direction, to direct, manage, supervise, plan, and coordinate the programs and activities of the Head Start and Early Head Start programs; to coordinate assigned activities with other departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Yolo County Office of Education.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership with an understanding of the diverse population served by Head Start/Early Head Start.

Exercise direct supervision over professional, technical, and classified staff. Select, train, motivate and evaluate staff. Work with employees to correct deficiencies; implement discipline and termination procedures. Oversee the development and implementation of staff and volunteer training plans; stay abreast of new trends and innovation in the fields of infant/toddler development, early childhood education, human development and family self-sufficiency.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; negotiate and resolve significant and controversial issues.

Assume management responsibility for all services and activities of the Head Start and Early Head Start programs. Manage the development and implementation of goals, objectives, policies, and priorities for Head Start and Early Head Start; recommend, within YCOE policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Develop and maintain an effective working partnership with the Head Start/Early Head Start Policy Council. Work with the Board and Policy Council to facilitate shared decision making. Ensure that the Policy Council and the governing body receive regular and accurate information about program operations, requirements, and activities. Provide orientation regarding Head Start/Early Head Start to the Board. Plan and provide training to the Policy Council to enable its members to carryout their duties effectively.

Plan and implement programs; conduct needs assessments; develop programs to meet needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with division managers; implement improvements.

In consultation with the Policy Council, Associate Superintendent, staff, parents, school districts, and community agencies, develop Head Start/Early Head Start goals and objectives utilizing Board goals, Performance Standards, community assessments, State Frameworks, Head Start Outcomes, and self assessment data.

Manage and oversee the day-to-day operations of an assigned site including facility needs, space allocation and site development.

Participate in the development of the annual grant application for continued funding. Identify and secure supplemental grants, as appropriate; Manage and participate in the development and administration of the programs' annual budgets; direct the forecast of needs for staffing, equipment, materials and supplies; Review financial transactions and monitor the EHS and HS budgets to ensure efficient operation and to ensure that expenditures remain within budget limitations; approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Head Start/Early Head Start programs with the County Office departments and with outside agencies. Negotiate partnership agreements with community agencies for support and services to Head Start/Early Head Start children, families, and programs. Develop and maintain positive working relationships with YCOE staff, local school district personnel and personnel from community agencies. Maintain a positive public profile for all assigned programs. Participate on a variety of boards and commissions; attend and participate in professional group meetings.

Respond to and resolve difficult and sensitive inquiries and complaints from staff, parents, and the community.

Ensure compliance with pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles, philosophy, and practices of Head Start/Early Head Start.
- Advanced principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Provide administrative and professional leadership and direction for the Head Start/Early Head Start programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare clear and concise administrative and financial reports.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- Master Degree in Child Development, Human Development, Public Administration, or a closely related field.
- Five years increasingly responsible experience in the administration of education or human services programs.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Child Development Program Director Permit.
- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Center and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment.
Seeing to read a variety of materials.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

APPROVED BY POLICY COUNCIL: 9/22/04

APPROVAL OF REVISION: