



JOB ANNOUNCEMENT

JOB TITLE: HEAD START/EARLY HEAD START DIRECTOR

LOCATION: ORLANDO, FLORIDA

GENERAL DESCRIPTION:

Brings new and innovative child development/education strategies to bear, ensuring children's readiness for continued learning. Provides daily leadership and guidance over all 4C Head Start, Early Head Start, and EHS CC Partnerships programs in Orange, Osceola, and Seminole Counties; ensuring all Federal Head Start Program Performance Standards, the Head Start Act, all Program Instructions, all Information Memorandums, and all state and local regulations applicable to these programs are met.

ESSENTIAL JOB FUNCTIONS:

1. Oversees education services for children; which contribute to their increased social competence. Provides oversight to assigned staff and volunteers. Maintains a thorough understanding of the Head Start Early Learning Outcomes Framework.
2. Oversees and maintains fiscal control over Head Start, Early Head Start, and EHS CC Partnership budgets. Regularly Provides program and fiscal information each month to the Policy Council and to the 4C Board.
3. Develops the program's annual report as required by the Office of Head Start. This public report must be published at least once in each fiscal year and disclose specific information from the most recently concluded fiscal year.
4. Ensures that all programs meet the 20% non-federal share requirement. Prepares annual as well as supplementary grant applications.
5. Participates on the Sr. Leadership team of the Agency. providing input, program updates, and innovative ideas to promote the growth and well-being of the organization. Represents the 4C agency and the HS/EHS program in the community.
6. Assists in the development of each Five-year Community-Wide Assessment and annual Self-Assessment updates. Uses this data to facilitate strategic program planning. Develops meaningful and realistic program plans by analyzing results from the previous year's program improvement efforts and multiple data sources.
7. Ensures continuous reliability of the database system (Child Plus). Ensures accurate and timely recording of In-Kind.
8. Assists the program and agency in moving towards a paperless process.
9. Develops and maintains ongoing monitoring procedures to ensure continuous program quality and improvement. Understand how ongoing monitoring and continuous improvement fit into the Head Start Management Systems Wheel.
10. Ensures representation of EHS and HS staff on Agency Quality Improvement teams, Safety Committees, and other Agency-wide initiatives as they are developed and implemented.

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques. Ability to build working relationships with employees and professionals outside the Agency. Ability to operate a personal computer. Knowledge of a variety of computer software applications (including MS Word, Excel, and PowerPoint).
- Ability to navigate the Internet. Must have excellent planning, organization, administration, and development skills.
- Must be capable of working under pressure to meet deadlines. Ability to read, analyze and interpret written information, including precise data and terminology.
- Ability to effectively communicate both verbally and in writing. Excellent presentation skills.
- Ability to handle deadlines, prepare detailed reports and maintain documentation. Ability to collaborate and cooperate with outside Agencies. Ability to handle complaints, settle disputes, and resolve grievances and conflicts, and negotiate with others.
- Ability to interpret Head Start statutes, rules, and regulations, especially the Federal Performance Standards.
- Ability to gain knowledge of and communicate the Agency's philosophy, goals, objectives, organizational structure, programs, and services. Knowledge of child development theories and developmentally appropriate practices for children birth to age 5.
- Knowledge of fiscal management, procurement and grant writing. Knowledge of quality assurance programs.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels. Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the Agency, including but not limited to customers and co-workers. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a Master's Degree in Early Childhood Education, Education, Public or Business Administration, or a related field. Ph.D. in Early Childhood Education preferred.
- Ten (10+) years of administrative and managerial experience in Early Child Development or a related field.
- Four (4+) years management experience in a Head Start or Early Head Start program highly preferred.

Equal Opportunity Employer - Veteran/Disability