

Head Start Program Director
Duval Head Start
Located in Jacksonville, FL

Lutheran Services Florida (LSF) envisions a world where children are safe, families are strong and communities are vibrant. Since 1982, Lutheran Services Florida has been providing and sharing solutions to protect Florida's most vulnerable. Today, we are one of the largest nonprofits in Florida touching 1 in 50 Floridians with a wide range of services, including:

- early childhood education
- refugee and immigration
- mental health and substance abuse
- juvenile justice
- child welfare

LSF is looking for a talented **Head Start Program Director** who wants to make an impact in the lives of children and families.

Purpose & Impact

Provide overall leadership under the direction of the Head Start Director in the planning, design, implementation, and evaluation of the operations for a Head Start or Early Head Start or Head Start Program in accordance with Head Start Performance Standards and 2007 Head Start Act mandates and requirements. The position requires contact and interaction with Federal Regional Office, licensing agencies, community agencies/partners, local public school administrators, and state/local government agencies. In addition, this position is responsible for the oversight of grant management, budget, operations, head start 10 management systems, performance benchmarks, training and technical assistance, legal, and program governance.

Essential Functions

Program Administration & Monitoring

- Provides guidance and leadership to staff that emphasizes the importance of achieving program requirements and high standards of quality.
- Responsible for meeting program performance measures in ensuring the following: 80% of children are preschool ready, meet and/or exceeds the state satisfactory Infant/Toddler Environmental Rating Scale.
- Prepares and completes funding application annually (e.g. program narrative, budget, and budget narrative, performance measures, and training/technical assistant plan).
- Plans, organizes, directs and evaluates activities of Head Start/Early Head Start day to day operations to ensure compliance with program, statutory, and regulatory requirements (e.g. education, family services, ERSEA, disabilities, CCFP, health, nutrition, mental health, transportation, and facilities).
- Oversees, develops, maintains, and monitors all contractual and service agreements (MOU) with appropriate service providers and community partners (e.g. LEA, Part-C, Mental Health, Dental, Health, etc.).

- Ensures the program maintains a 100% funded enrollment; 10% disability enrollment, and meets the 45 and 90 days screening requirement according to the Head Start Performance Standards/Regulations at all times.
- Oversees the planning, coordination, preparation, and implementation of successful federal, state, and local audit reviews.
- Responsible for the dissemination, reporting, and ongoing planning for program data to ensure staff are analyzing and implementing corrective action steps (e.g. MBI, compliance plans, child outcomes, family outcomes, budget short falls, etc.).
- Assures remediation for any non-compliances discovered with the grantee or delegate through assessments, audits, and compliance plans by incorporating action steps to ensure compliance.
- Responsible for coordination, implementation and oversight of the strategic planning process for which long and short term goals are reviewed and established in conjunction with the governing bodies.
- Implements, monitors, and provides direction for the coordination and implementation of the agency work plan (MBO), policy and procedures, and ongoing monitoring and planning activities.
- Regularly scheduled meetings for program managerial staff for planning, management, reporting, and problem solving.
- Develops, implements, and maintains an ongoing evaluation system to ensure quality control of HS/EHS operations along with continuous quality improvement of services and management.
- Organizes and facilitates all parent and advisory committees directly and/or through delegation.
- Maintains national, state, and local accreditations for HS/EHS program (e.g. NAEYC, Program of Excellence, QRIS, National Family Child Care Home Association Inc.).
- Responsible for the oversight and implementation of the annual self-assessment process; and preparing a summary report for the Policy Council, Board of Directors, and the executive leadership.
- Develops monitoring system that will ensure compliance with all federal, state, and local regulatory processes, performance standards/regulations, and licensing requirements.
- Conducts and participates in monthly program management meetings.
- Attends Head Start association/board meetings, conferences and workshops on the federal, state, and local level as supervisor deems necessary.
- Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.
- Attends all required staff and parent meetings and activities.
- Performs other duties as assigned.

Program Governance

- Responsible for developing and recruiting Policy Council members to ensure there is representation of parents and community members according to the Head Start Performance Standards, 2007 Head Start Act, and program governance bylaws.
- Establishes and maintains an effective working relationship with members of the Policy Council to ensure adequate flow of information is communicated and disseminated in regards to budget/financial statements, grant application, self-assessment, selection criteria, bylaws, personnel, program performance/outcomes, community assessment, program information and annual report.

- Completes and submits written reports to the Board of Directors (BOD) and the Policy Council in regards to fiscal and programmatic status of the program and administrative activities.
- Responsible for dissemination of communication from the U.S. Department of Health and Human Services (HHS), Head Start Regional Office, funding sources, and external audits to the Policy Council as required.
- Assists the Policy Council in the areas of policy formulation and implementation, organizational planning and programming, public relations and liaison with civic, professional and governmental organizations.

Fiscal

- Responsible for monitoring and tracking monthly expenditures, cost allocation plan, analyzing variation from projections, non-federal share, and initiating corrective action as deemed necessary.
- Meets with Finance Director monthly to assure budget oversight.
- Responsible for managing, adjusting and adapting program operation budget expenditures and training/technical assistance budget to meet budgetary parameters as deemed necessary.
- Reports monthly fiscal status to the Head Start Director.
- Monitors the program's administrative cost, assuring it does not exceed the allowed amount.
- Monitors and tracks the program's non-federal share activities/funds to assure that the amount required is achieved for each month and grant cycle. In addition, meeting with staff, parents, community, and Policy Council to develop strategies for collecting and increasing the amount of non-federal share.
- Responsible for seeking and obtaining additional external funding (e.g. grants, state and local funding, private funding) to help with program enhancement, subsidizing services, program innovation, and meeting non-federal share requirement.
- Communicates budget information to program staff and engage them in cost savings and eliminating waste.

Personnel Administration

- Supervises the work of managers, coordinators, supervisors and other staff by scheduling, assigning and reviewing work, providing training and counseling and evaluating performance to ensure work activities are properly carried out.
- Manages the hiring and termination of employees, complying with applicable laws, regulations, agency personnel policies and procedures, as well as acquiring approval from the policy council in accordance with personnel addendum and shared decision making policies and procedures.
- Provides technical assistance for staff to assure the health, safety and positive growth development of the children, their families and the staff.
- Responsible for the management and implementation of the programs training and technical assistance plan to ensure professional development and training benchmarks are achieved.
- Coordinates professional development, including providing annual staff or management training events.

Community Partnerships

- Responsible for developing and establishing new community partnerships that support and enhance the program's continuous quality improvement, innovation, and non-federal share activities.
- Works with other organizations in the community to foster collaboration and promote Head Start initiatives.
- Responsible for building collaborative relationships that support family well-being and creates a link to health, mental health, dental, disability, social services, school partnerships, community stakeholders, universities, civic organizations, and government entities.
- Responsible for agency representation on community committees, boards, and other community groups.

Qualifications

Competencies (Skills/Knowledge & Abilities)

- Strong experientially-based understand and talents in assembling and managing a program providing for early childhood developmental needs and sound practices;
- Strong abilities in personnel and public relations management;
- Excellent speaking and writing abilities; leadership talent combining charismatic qualities, use of demonstration and example; self-starting ability and minimal needs for direct supervision; sound analytical abilities pertaining to assessing needs of program for present and future circumstances;
- Ability to plan, maintain and adhere to budgets; ability to engender trust and confidence of parents, community and funding sources; timely execution of tasks assigned in accordance with time deadlines.
- Skills to problem solving, conduct group facilitation, and ability to work well with others
- Skills at data analysis and accurate reporting
- Knowledge of child development and behavioral management that supports a calm, safe, and healthy learning environment.

Required/Preferred Education and Experience

- Bachelor's degree required, Master's Degree preferred in Early Childhood Education, Business, Human Services management, Public Administration, Social Work, Psychology, or related field.
- Relevant experience in Early Head Start and/or early childhood practice in a day care setting or Family Child Care Home required along with successive levels of ascending responsibility including: direct care in the classroom or alternative child care settings, personnel supervision and training, administrative responsibilities including: budget administration, grant proposal development, public relations/community networking.
- **Also required:** Successful completion of a Level II background screening, local criminal record check and drug screening prior to hiring.

Additional eligibility qualifications

- Effective program administration and support to staff.
- Effective administration of the assigned agency operating budget, competence in budget formulation and projection.
- Effective personnel administration as a supervisor of employees in the general conduct of the office of program manager.
- Effective role modeling for staff of appropriate personnel practices in the agency and adherence of LSF Personnel Policies and Procedures.

- Effective execution in a timely manner of administrative tasks assigned by the Head Start Director and as assigned in the job description.
- Effective enforcement of program rules and expectations for services to be rendered.
- Effective in relating to contract managers and other officials of the grantor agencies and with other collegial officials in the professional world in which the program functions.

Why work for LSF?

LSF offers 60 programs across the state of Florida serving a wide range of populations in need. **Mission Driven** staff members become part of the LSF community while **transforming the lives of those in need**. Our staff additionally find **growth opportunities** as they explore areas of interest within the organization.

Amazing benefits package including:

- Medical, Dental and Vision
- Teledoc (24/7 online access to Doctors)
- Employee Assistance Program (EAP)
- Employer paid life insurance (1X salary)
- 13 paid holidays + 1 floating holiday
- Generous PTO policy (starting at 16 working days a year)
- 403(b) Retirement plan with 3% discretionary employer match OR 3% student loan repayment reimbursement
- Tuition reimbursement

Lutheran Services Florida embraces diversity, equity and inclusion in all business practices. LSF is proud to be an equal opportunity employer.

**Lutheran Services Florida Children & Head Start Services
Administrative Offices 3230 Commerce Place Suite A West Palm Beach
EOE/DRUG-FREE WORKPLACE**