



Mid Florida Community Services, Inc.
 820 Kennedy Blvd.
 Brooksville, FL 34601
 Phone: 352-796-1425 Fax: 352-796-7500

Apply online @ www.mfcs.us.com

POSITION TITLE:	Deputy Director of Children’s Services
DEPARTMENT:	Head Start/Early Head Start
SUPERVISED BY:	Director of Early Learning Programs

JOB DESCRIPTION

POSITION SUMMARY: Responsible for day to day management and oversight of the Education Service Area for all early learning programs (including Head Start, Early Head Start, VPK and extended day/summer services). Directs, coordinates and organizes activities and operations through the utilization of supervisors/managers and staff to obtain established goals and objectives.

ESSENTIAL JOB FUNCTIONS:

- In collaboration with Deputy Director of Program Services, ensures all early learning programs meet all federal, state, local, contract/grant requirements and agency standards and standard operating procedures. Performs regular observation and monitoring functions to assure compliance. Makes recommendations through reporting systems to the Director of Early Learning Programs for improvement and/or assurance of compliance in areas of concern in assigned service areas.
- Assists with preparation of program budget and short-term and long-range plans for all early learning programs. Assists with development, implementation, and monitoring of budgetary goals and objectives with the management team.
- Oversees all of the early learning programs through appropriate/proper planning, leading, directing, organizing, and staffing the operations and activities of those programs, within assigned service areas.
- Supervises, reviews, and evaluates staffing activities for assigned service areas of all early learning programs. Provides direct supervision to both Education Managers and Education Coordinator.
- Works with the Management Team to ensure grants are accurately written, reviewed and submitted to the Director of Early Learning Programs in a timely manner.
- Ensures all new hires for the Education Service area meet the educational requirements of their position and level based upon the Head Start Program Performance Standards (HSPPS).
- Supports the implementation of annual program self-assessment. Assists the Deputy Director of Program Services with the assimilation of self-assessment findings and the coordination of the development of an action plan for correction of any areas of non-compliances, with other program managers.
- Supports the implementation of annual community assessment. Assists the Deputy Director of Program Services with analyzing data of community assessment to determine program needs and trends. Assists with the identification of priority areas to assure the program is meeting the needs of the community.



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- Assists with designing, establishing and implementing program plans/strategies and goals/objectives for the Head Start/Early Head Start program.
- Assists with establishing and reviewing measurable goals and objectives and action plans to support and assure departmental and agency success as required by the HSPPS.
- Prepares/designs reports of a complex nature. Provides reports on activities, expenditures, compliance and analysis of measurable objectives of the department's achievement of goals to the Director of Early Learning Programs and/or management on a regular basis.
- Provides the Director of Early Learning Programs with comprehensive data to ensure the accurate and timely submission of the Program Information Report (PIR).
- Seeks out and ensures collaborative relationships are developed and maintained with community programs providing identified services to low income families to ensure resources are available and accessible to Head Start and Early Head Start families. Initiates and maintains current memorandums of understandings with these community partners.
- Assists with the development, implementation, and monitoring of contracts/agreements.
- Assists with identifying potential funding opportunities and supports the application process.
- Negotiates and secures contracts with consultants using budgeted allocations. Ensures consultant services are delivered in accordance with contracts and HSPPS.
- Works with the Deputy Director of Program Services to ensure monthly team meetings are conducted in Hernando and Volusia counties.
- Ensures New Employee Orientation is conducted monthly in all service areas for all identified employees.
- Attends training programs, staff meetings, and other meetings/training. Attends center/classroom activities and parent meetings/activities as needed or requested.
- Regularly reviews safety practices and losses/accidents/incidents, implementing policies/procedures/discipline steps to address issues/problems/concerns.
- Responsible for preparing, facilitating and assisting with training as necessary, including the training of staff and parents. Also, may prepare, facilitate and assist with training for community, state and national organizations, about Head Start and other early learning programs offered by Mid Florida Community Services.
- Attends and represents Mid Florida Community Services, Inc. at public/governmental meetings, local community events/meetings, etc. as directed.
- Approves purchase of materials, supplies and equipment for areas of responsibility.
- Assures accuracy and approves subordinates' timecards. Submits documentation to human resources and finance departments.
- Provides oversight and monitors for compliance of Voluntary Pre-K (VPK) program and contracts in
Head Start - Deputy Director of Children's Services



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collaboration with the Education Manager.

- Acts as an advocate and role model for Head Start families.
- Recruits children for all the early learning programs offered by Mid Florida Community Services.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the early learning programs.
- Organizes and prioritizes all assignments as directed.
- Participates in regular safety, storm and fire drills as necessary.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

JOB STANDARDS:

Education: Bachelor Degree in Education, Health, Public Administration, Human Services or related field from an accredited college or university.

Experience: Five years of experience in program administration and five years of supervision/management experience at a senior management level.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing



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(correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 50lbs) are occasional.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of federal, state and local Head Start/educational/childcare laws, regulations, practices and standard operating procedures. Knowledge of available community resources. Knowledge of budgeting and organizational methods. Skills completing work with a high degree of accuracy. Knowledge of contract procurement and administration. Skill in developing policies, procedures and/or systems for implementing programmatic functions. Ability to evaluate programs and situations and make sound decisions in a crisis situation. Ability to effectively communicate orally and in writing. Knowledge of effective supervisory skills and methods. Ability to analyze and interpret data. Ability to use and operate a computer. Skills in public speaking and public relations. Skills in customer service and dealing with irate individuals and problem solving. Ability to establish effective working relationships with people, including supervisors, subordinates, co-workers, clients and business/governmental contacts. Ability to oversee, review, and coordinate the work of subordinates. Ability to prepare/create complex management and financial reports. Ability to maintain staff, child and parent confidentiality.

Core Competencies: Communication, Leadership, Analytical, Time Management, Organizational Skills, Performance Management, Project Management

ENVIRONMENTAL JOB FACTORS:

Job Location: Primary location is the Head Start facilities in Hernando, Sumter and/or Volusia counties. Must be able to travel to the three-county service area weekly with overnight stays. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date