

OHIO VALLEY EDUCATIONAL COOPERATIVE
JOB DESCRIPTION

DIRECTOR-HEAD START/EARLY HEAD START

PROGRAM: Head Start/Early Head Start

RESPONSIBLE TO: OVEC Chief Executive Officer

MINIMUM QUALIFICATIONS: Bachelor's degree in Early Childhood Education or related field required. Master's degree in Early Childhood Education preferred. A minimum of five years of experience in general supervision or management is required. Director is also required to have administrative skills and experience. Possess ability to work with the various service providers in seven school districts.

The Director must be able to stand, sit, bend, and walk for periods of time to meet job requirements. Must have physical and TB test and be able to lift up to 50 lbs. Must possess a valid driver's license, automobile liability insurance and have reliable transportation to travel to and from work, home visits, trainings and meetings (will receive mileage reimbursement based on OVEC's travel policy). All Head Start positions must clear and pass state criminal history records check and sex offender registry check prior to hire date and pass Child Abuse and Neglect state registry check (CAN) within 90 days of hire.

GENERAL RESPONSIBILITIES: Responsible for preparing grant application, coordination, and implementation of programs in their entirety, and supervise Specialists, Local Area Managers, and Central Office support staff.

SPECIFIC RESPONSIBILITIES:

- Comply with Head Start Performance Standards as well as Kentucky Childcare Licensing regulations and Head Start and OVEC Policies and Procedures.
- Understand and comply with Child Care Licensing, STARS, ITERS (Infant Toddler Environmental Rating Scale), ECERS (Early Childhood Environmental Rating Scale) and CLASS as applicable to position.
- Coordinate all logistical and administrative activities related to the Head Start programs.
- Coordinate and conduct an annual self-assessment of the Head Start programs.
- Work as a recruiter to obtain potential applicants for the program.

- Coordinate personnel assignments and responsibilities.
- Evaluate staff annually and/or assign evaluation to the immediate supervisors of the field staff.
- Make recommendations to the Chief Executive Officer concerning personnel placement, and all personnel matters.
- Closely supervise the budget preparation and the expenditure of budgeted funds and present budget revision proposals to the Policy Council for its approval.
- Responsible for program compliance with all Head Start Performance Standards and applicable regulations.
- Develop and track progress of Training and Technical Assistance (T/TA) Plan.
- Work closely with the Policy Council to promote optimum participation by parents in the decision-making process.
- Carry out a public relations program to secure maximum community support of the Head Start programs.
- Cultivate linkages with community services providers, business leaders, and civic organizations.
- Develop and facilitate the implementation of plans, policies, and procedures as related to the field of preschool children, infants/toddlers, and pregnant women.
- Coordinate and facilitate training and professional/program development plans within the agency and with other collaborative partners.
- Develop and implement quality assurance activities including on-site visitation, program review, consultation, and follow-up.
- Provide technical assistance to Managers, Specialists, and Local Area Managers as needed.
- Responsible for monitoring, documenting and reporting classroom teacher/child ratios.
- Additional duties as assigned.

COMPENSATION: Annual contract with a maximum contract of 240 days.
Salary based on rank and experience in accordance with OVEC's Head
Start/Early Head Start Certified Employee Salary Schedule.

I can perform the essential functions of this job.

Signature

Date