



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

JOB TITLE:	<u>HEAD START/EARLY HEAD START DIRECTOR</u>	GRADE:	15
COMPONENT:	<u>HEAD START/EARLY HEAD START</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>EXECUTIVE DIRECTOR, CEO</u>	STATUS:	<u>Exempt</u>

I. INTRODUCTION: Under general direction of the Executive Director, CEO, using complex analytical judgment, plans and implements all programmatic activities. To include monitoring of programmatic expenditures. Provides oversight of the Childcare Food Program.

II. DUTIES AND RESPONSIBILITIES:

1. Plan, coordinate, develop, and implement annual refunding application.
2. Recommends and implements changes as needed in program direction, staffing pattern, administration procedures, etc. as they affect program performance.
3. Meets with Core staff regularly to discuss program progress/performance.
4. Monitors programmatic activities to insure compliance with federal, state, and local regulations including the Improving Head Start for School Readiness Act of 2007.
5. Coordinates all programmatic functions and maximize potential for positive public relations.
6. Administers and insures program compliance with approved agency by-laws, fiscal/personnel policies and procedures as well as any other administrative and/or funding source directives.
7. Prepares and submits for approval necessary programmatic reports, forms, etc. as required by Federal, state, and local regulations.
8. Assists in the hiring and firing of HS/EHS program staff.
9. Supervises subordinate staff in daily activities, conducts introductory and annual employee evaluations, setting annual goals, promotes appropriate employee development where possible, and administers necessary employee corrective action measures within scope of authority.
10. Establishes and maintains partnerships with funding sources, other state and local agencies, organizations, groups, etc. as they relate to programmatic activities.
11. Assists with planning, directing, and implementing of pre- and in-service trainings.
12. Plan and coordinate shared Governance training for Policy Council and Board of Directors as required.
13. Ensures that self-assessments and community assessments training are conducted annually.
14. Approves and monitors individual content area plans and activities.
15. Attends meetings, seminars, workshops, etc. as needed.
16. Assists in the preparation of Waccamaw EOC, Inc.'s strategic plan as it relates to Head Start and Early Head Start.
17. Meets with the Finance Director on a regular basis or as needed to review and revise the budget as necessary in addition monitoring the budget as it relates to actual spending of Head Start funds.
18. Provides Executive Director with updates on all changes in Federal Regulations relating to the Head Start Program and Early Head Start as they become available.
19. Works with Department Managers and communities to inform as well as secure in-kind services and donations each year in order to address federal match requirements.

20. Ensure the implementation of an Individualized Professional Development Plan for all Head Start and Early Head Start employees.
21. Such other duties as are assigned within regulations

III. HOURLY RANGE: \$35.49 - \$53.07

IV. QUALIFICATIONS:

NECESSARY (Entry Requirement):

1. Bachelors Degree in Business Education/Administration or related area with at least six (6) years' experience directing a federal or state funded program;
2. At least five (5) years experience supervising (directly or indirectly) a staff of fifty (50) or more para-professionals.
3. Thorough knowledge (at least four years' experience) in fiscal management.
4. Thorough knowledge (at least four years' experience) in administration.
5. Thorough knowledge (at least four years' experience) in communicating effectively, both orally and in writing, in addition to the preparation of reports and/or narratives.
6. Extensive knowledge (at least three years' experience) in the techniques and concepts of human relations.
7. Extensive knowledge (at least three years' experience) in establishing and maintaining working relationship with other organizations, groups, etc. and/or in the concepts of making effectives contact with individuals, families, etc. for the purpose of data gathering, counseling, information sharing, etc.
8. Extensive knowledge (at least three years' experience) in the principles and practices of management techniques.
9. Valid driver's license and/or reliable means of transport to and from work.
10. Able to attend overnight meetings.
11. Ability to maintain, retrieve and review files both manually and electronically.
12. Able to lift 25 pounds.
13. Must be able to pass a SLED/FBI criminal background check, a central registry check, health screening to include T.B. Test, and drug screen.

DESIRABLE:

1. Master's Degree in Business Administration or Early Childhood Education with extensive experience in supervising a staff or 100 or more, fiscal management, and administration.
2. At least ten (10) years experience directing a Head Start program with a budget of over \$3,000,000.00.
3. Considerable knowledge (at least two years' experience) of community action concepts.
4. Considerable knowledge (at least two years' experience) of government regulations and guidelines governing the operation of the Head Start and Early Head Start Program.

5. Considerable knowledge and experience with grant development for new and related funding opportunities.

V. MOBILITY:

Upward-----Executive Director
Lateral-----Program Director
Downward-----Component Manager

Signature

Date

Approved by Policy Council: ____ January 18, 2018 ____

Approved by Board of Directors: ____ January 26, 2018 ____