



Head Start

Judith Barris
Executive Director

David Speelman
Board Chairperson

Laurie DeVivo
Director of Head Start

POSITION DESCRIPTION

POSITION:	HEAD START DIRECTOR
RESPONSIBLE TO:	EXECUTIVE DIRECTOR ACCAA
SUPERVISES:	AS ASSIGNED
PRIMARY WORK SITE:	MAIN OFFICE
EMPLOYMENT STATUS:	FULL TIME (40 HRS) FULL YEAR (52 WKS)

BASIC FUNCTION: Coordinates and directs all program and administrative services for Head Start; overall supervision and guidance of all program operations ensuring full compliance with all Head Start performance standards in accordance with the Head Start Act and in partnership with the Board of Directors and Policy Council.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Provide vision, motivation and leadership to all employees, families, and volunteers.
- Hire, empower and evaluate employees, using coaching and mentoring techniques.
- Provide leadership to the management team; plan and facilitate regular leadership meetings
- Maintain an overview of the organization to assure that all programs, services, and systems are developed in accordance with Head Start Performance Standards, The Head Start Act, state licensing and congruent with the organizational philosophy, mission, and values.
- Model behaviors which support the overall philosophy and mission of the organization and advocate for the Program and Agency mission.
- Establish and maintain effective working relationships with the members of the Board of Directors, the Policy Council, staff and community collaborative partners.
- Facilitate resolution of conflicts.
- Promote a consistent exchange of information.
- Participate in the design of structures, systems, and policies, including the development and management of the budget.
- Provide oversight and monitor in order to ensure that adequate systems are in place to maintain the highest quality of services to children and families in compliance with all regulations.
- Ensure continuous improvement in all Program areas.
- Attend and provide information for Policy Council meetings and the Board of Director meetings.
- Oversee committees as deemed necessary and participating as required.
- Prepare and submit all primary & supplementary grant applications, budgets, and work plans to appropriate local & regional offices, with the cooperation of ACCAA administrative officers.
- To direct staff in day-to-day operations and the execution of performance, self-

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

- appraisal, and performance appraisals
- Advocate with local, state, and federal authorities to improve access to services.
- Market the Program and the Agency.
- Provide complete program monitoring and oversight.
- Oversee Agency Speech and Audiology services.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program and professionalism at all times.
- Ability to work independently and in a team environment and to communicate effectively and appropriately with others.
- Demonstrate flexibility when working with others.
- Be prompt and maintain good attendance.
- Ability to operate a computer and related software.
- Remain current with all certifications, credentials, and non-degree license.
- Attend out of town professional development events requiring overnight travel.

ESSENTIAL JOB FUNCTIONS:

- Maintain knowledge of Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations while interpreting and implementing such regulations.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Develop and monitor annual Program budget

ADDITIONAL REQUIREMENTS:

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry
- Pass initial and regular drug screenings.