



Job Announcement

Position: Head Start Director	Department: Head Start/Early Head Start/CCP
Location: Charles County	Employment Status: Full-Time
FLSA: Exempt Grade: 17	Compensation: \$72,960 - \$109,440
Weeks Worked: 52 Revised: 5/18/2021	Work Per Week: 40 hours [Monday – Friday] Monday – Friday, some evenings/weekends
Opening Date: June 18, 2022	Closing Date: Until filled

Summary of Job Description: Responsible for total operation of the Head Start, Early Head Start, and Early Head Start-Childcare Partnership programs including, but not limited to, program planning and evaluation, customer management, reporting and compliance, fiscal management and supervision of all centers, partnerships, and personnel. Responsible for proposing center services in collaboration with county agencies and schools. Responsible for center performance, adherence to all regulations, and evaluation of the specialists. Participates in collaboration activities in the assigned geographic area. Leads in the development and implementation of the procedures to hire, train, and evaluate staff. The Head Start Director is directly responsible to the President or designee for the satisfactory performance of the essential job functions.

Summary of Requirements: **Bachelor's Degree** in Early Childhood Education, Education, Business Administration *or* related fields of Human Services or Human Development with four years administrative experience in a Human Service Management, preferably in an Early Childhood Development program. **Master's degree** preferred. Five years administrative experience in an Early Childhood Development program. CLASS certified preferred. Prior budget development experience. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate, and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, children, and parents, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Writing and grammar skills to independently draft correspondence pertaining to early childhood. Must always maintain confidentiality.

Responsibilities and Duties:

Directly supervise Head Start Leadership staff. Provide structure and staffing plan that defines component functions.

Receive and interpret program guidelines (Regional, National and Local) and assures compliance of same.

- Develop integrated systems and plans to assure implementation of the Performance Standards.
- Ensure a physical environment that conforms to government and Agency standards of safety, cleanliness, and that is conducive to optimal growth and development of children and families.

Provide leadership to Policy Council by recommending policies, priorities, projects, programs, and budgets that will provide maximum effective approaches to the needs and concerns of the community.

Coordinate with other community organizations for services to children and families in the Tri-County area.

Collaborate with public school system to ensure a seamless transition from Head Start to kindergarten.

Prepare funding applications, monitors, and reports on the use of fiscal resources.

- Responsible for fiscal control of program's finances.
- Negotiate and prepare legal contracts for consultants and rental agreements.
- Provide monthly Financial Reports to Policy Council.

Regularly visit centers to evaluate components of program and determine compliance of guidelines/Performance Standards.

Implement and monitor CAP60.

Assure that adequate records regarding children, families and volunteers are kept accurately, current, and orderly.

Provide a working environment that is comfortable to all staff regardless of position.

Identify and secure funds for program operations, expansion, and continuation.

Prepare monthly programmatic and any reports required by funding sources.

Participate in internal and external monitoring reviews.

Oversee the human resources process at centers.

- Determine the staffing needs for each center.
- Ensure timely hiring of center staff.
- Ensure center staff training, mentoring, and evaluation.
- Assist in the development and implementation of training plans for the program and component staff.

Ensure coordination of all content areas at the center level.

- Participate in the development of content area policies, procedures, and work plans.
- Ensure effective communication between central office and center staff.
- Schedule and conduct monthly staff meetings.

Develop and maintain collaborative partnerships in the community.

- Develop working relationships with key personnel in other agencies and the public school.
- Attend interagency meetings.
- Facilitate and implement projects with other agencies.
- Perform compliance oversight of CCP partners to ensure Head Start Performance measures are met.
- Identify and develop a partnership pool of potential childcare partners for CCP Program
- Maximize program resources across Early Head Start and CCDF to support effective CCP partnerships expand high-quality early learning opportunities for working families with low-

income.

Supervise and support the Specialists.

- Hire, train, mentor and evaluate Coordinators.
- Provide and/or obtain training for Coordinators in supervision and management.
- Meet with each Specialist at least monthly to review any staff or site concerns.
- Review file checklists at each center and the files of the Coordinators.

Oversee the effective operation of each Head Start Center.

- Visit each center monthly.
- Discuss any concerns with Specialists.
- Receive and review monthly Coordinator reports.
- Provide monthly summary report to President or designee.

Assist Specialists in development of management systems.

- Lead in the development and yearly revision of the Human Resources work plan.
- Assist in the development of personnel policies.
- Attend the Policy Council Human Resources Committee meetings.
- Assist in the development of the Management Systems and Procedures work plan.
- Assist in program planning.
- Participate in the program self-assessment.
- Participate in developing strategic plan goals, objectives, and strategies.
- Submit requested monthly data and information.

Develop and maintain collaborative partnerships in the community.

- Develop working relationships with key personnel in other agencies and the public school and community.
- Attend interagency meetings.
- Facilitate and implement projects with other agencies.

Lead in the licensing of centers with the Office of Child Care.

- Arrange for needed inspections.
- Maintain files for each center.

Supervise Education and Disabilities Coordinator, Health and Safety Coordinator, and Social Services Director.

Other duties as assigned.

Licenses or Certificates:

CLASS; CPR and First Aid.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort and ability to lift pre-school children and/or up to 50 lbs. unassisted. Persons who work with children are expected to participate fully in a program for active

youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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