



**THE CHILD CARE CONSORTIUM, INC.
HEAD START OF LAPORTE COUNTY
JOB DESCRIPTION**



JOB TITLE: Head Start Director

CLASS: Administration

STATUS: Exempt

TYPE: Full Time

POSITION REPORTS TO: Board of Directors

DATE: July 25, 2017

POSITION SUMMARY: Provide overall leadership in the planning, design, implementation, and evaluation of all components of Head Start of LaPorte County. Work collaboratively with Consortium leadership and programs in effort to fulfill the mission. Represent agency in the local, regional, and national communities, promoting sound organizational and management innovations.

MINIMUM REQUIREMENTS

- Master's Degree and one to three years' professional experience, including grant writing, supervision of staff, fiscal management, and administration.
- Strong leadership and management skills.
- Thorough knowledge of program, financial, and human resources management in non-profit or human services organizations.
- Working knowledge of local community needs and resources.
- Working knowledge of regulatory environment.
- Excellent oral and written communication skills.
- Intermediate to advanced computer, internet and electronic communication skills.
- Diplomacy and human relations skills.
- Current enrollment in Child Care Division-Central Background Registry.
- Excellent knowledge of early childhood educational best practices and policies.
- Experience in involving parents in their children's education.

EMPLOYMENT CONDITIONAL UPON RESULTS OF THE FOLLOWING:

- Successful Drug Screening.
- Criminal History Background Clearance.
- Successful Physical Capacities Examination and TB screen results.
- Valid Driver's License / proof of auto insurance / annual DMV check.

RESPONSIBILITIES:

Leadership (ongoing)

1. Maintain a positive and enthusiastic attitude.
2. Provide vision, motivation and leadership to all Head Start employees, families, and volunteers.

3. Devise and implement a participative management system that pushes decision-making and accountability down to the lowest appropriate level.
4. Empower and evaluate professional employees, using coaching and mentoring techniques; encourage and support developmental opportunities within organizational structure.
5. Maintain collaboration among all Consortium leadership positions and programs while carrying out the organizations philosophy, mission, and values.
6. Maintain consistent overview of the organization to ensure that all programs, services, and systems are developed in accordance with Head Start Performance Standards.
7. Model behaviors that support the overall philosophy and design of the organization.

Governance

1. Establish and maintain effective working relationships with the members of the Board of Directors, the Policy Council, and Head Start staff. Assure the adequate flow of information in all directions so that each group is well informed and well heard.
2. Request preparation and presentation of financial reports from the Fiscal Officer for Board of Directors and Policy Council.
3. Discuss budget amendments with Board of Directors.
4. Oversee the strategic planning process for Head Start. Work effectively with appropriate staff and other stakeholders to complete tasks.
5. Collaborate with other Consortium program directors and the Board of Directors to develop and implement the Consortium's Strategic Plan.

Advocacy/Public Relations

1. Participate and represent Head Start in local, state, regional, and national planning communities.
2. Act as a conduit for input and information, promoting innovation at all levels.
3. Be an effective advocate for the Head Start mission and values.

Supervision

1. Hire, mentor, and supervise the directors and managers of Head Start departments. (i.e.: Family/Community Partnership Manager., Human Resources Manager, Fiscal Officer, Education Manager, Health Services Manager, Data/QA Manager and Office/ERSEA Manager).
2. Encourage and support professional development opportunities for all staff.
3. Facilitate resolution of conflicts.
4. Promote consistent exchange of information in all directions.
5. Promote training that meets team and individual needs.

Communication

1. Maintain frequent telephone and in-person contact with Board members, staff, parents, community leaders and service providers to exchange information, promote the values of the agency and advocate for program participants.

2. Provide written correspondence, memos and grant application materials to generate revenue.
3. Disseminate general information and educational materials to appropriate staff.
4. Give formal presentations to community groups, Board of Directors, funding sources and staff as needed.

All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.

Challenges

- Balancing budget constraints with growing service needs.
- Effective agency advocacy within a commitment to the larger community.
- Negotiating diverse political climates.

Mental Abilities and Processes

- Substantial problem solving in response to legislative action and political pressure.
- Substantial trans-disciplinary decision-making in the execution of program delivery.
- Ability to apply principles of leadership and management in daily practice.
- Ability to act quickly in emergency situations.
- Local and out of state travel required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. The employee may be required to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required of this job includes listening to and talking to the general public, agency clients and families, community partners and staff.

I hereby certify that I have received, read and understand the essential duties and responsibilities expected of me from the LaPorte County Head Start Program this _____ day of _____, 20 ____.

Employee Signature

Employee Name