

**Job Description****Effective date:****BOD Approval:****PC Approval:****Revision Date: 04/11/2019**

Title: Early Head Start Director

Supervised By: YWCA Canton Chief Executive Officer

Position Summary:

This individual has overall responsibility for the YWCA Early Head Start Program. He/she understands all aspects of the program requirements and ensures compliance with all guidelines, grant expectations, program content and standards. This position is charged with building and leading a strong team of knowledgeable and dedicated child educators and partnering with them to provide exceptional services to the organization's Early Head Start clients. The position reports directly to the YWCA CEO.

Primary Responsibilities:

Understand all aspects of the EHS program and ensure that Head Start Performance Standards, Step Up to Quality and ODJFS licensing regulations are being met by the contracted child care centers and family child care homes.

Oversee and coordinate contracts and service expectations of all EHS providers and ensure that all contracts are updated and signed by all necessary parties according to grant and EHS guidelines on an annual basis.

Recruit, coordinate orientation/on-boarding for new YWCA EHS Managerial Staff; support and guide for best experience, performance and retention. Ensure that YWCA EHS Managerial staff have all required documentation for EHS employment files.

Review and update recruiting plan and processes annually with EHS staff.

Provide team and individual leadership and support to all YWCA EHS Managerial staff:

- Conduct regular one-on-ones with each staff member to ensure that expectations are clear and job duties are being carried out.
- Conduct regular (quarterly) performance reviews with each staff team member; document feedback and track progress.
- Conduct regular staff and department head meetings to share information, gather feedback and work as a team to address issues.

Develop and oversee implementation of annual EHS program assessment. Solicit feedback and input from community partners including referring agencies, parents, teachers and staff. Document and use data to establish and drive continuous improvement initiatives.

Oversee community outreach activities for staff (attending community events, partnering with other organizations and agencies, creating new opportunities) to educate and recruit such that the program enrolls and serves the expected number of students to meet the Head Start Performance Standards and grant requirements.

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Conduct monthly child care partner meetings to ensure ongoing communication, compliance and program improvement. Schedule regular monthly site visits with all child care and family child care providers to ensure quality standards and to build partnerships. Involve additional management staff as necessary.

Work with EHS Quality Assurance Specialist to design and conduct internal audit process to ensure compliance with Head Start and Early Head Start monitoring tools.

Lead the Agency's EHS Program Self-Assessment process; document and submit in a timely manner in coordination with EHS Managerial Staff and partners.

Develop EHS policies and procedures; review and update on an annual basis. Conduct ongoing communication/education with EHS Managerial staff to ensure that all are current and aware of program policies and procedures.

Manage coordination and collection with managerial staff of EHS partners' monthly reports and billing; ensure timely processing and troubleshoot as necessary to maintain efficiency.

Actively participate in local, state, regional and federal meetings, conferences and training programs for early childhood educators and administrators to remain current and involved.

Attend YWCA Board and Committee meetings as requested.

Provide training to Policy Council, schedule and participate in all monthly Policy Council meetings.

Oversee and coordinate the submission of the annual Program Information Report (PIR)

Participate and assist with the preparation, drafting, and submission of the annual grant continuation application/grant 5-year renewal application.

Oversee and coordinate the Community Assessment every three years and an update during the intervening years

Network with local agencies to develop and build relationships; identify ways in which to enhance programming by partnering with other organizations in the community.

Promote awareness of the EHS program to the community and encourage greater visibility, involvement, volunteerism and participation in those programs.

All other duties as requested.

Qualifications:

Bachelor's Degree in Early Childhood education
Classroom teaching experience



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Minimum of five years' experience in early childhood administration
Experience managing a program staff
Experience working with infants and toddlers
Knowledge of Head Start Performance standards, Step Up To Quality standards and ODJFS Licensing Regulations for child care centers and home-based locations
Word processing skills, comfortable with data entry, spreadsheets and reports and programs such as Teaching Strategies GOLD/ChildPlus.

Competencies:

Strong interpersonal skills; one on one and with groups
Organized
Excellent verbal and written communication skills
Proven track record of being able to attract, build and retain a high performing teaching team
Comfortable working with both child care centers and home-based child care locations
Ability to connect and work effectively with a diverse population
Energetic and able to inspire

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for the Early Head Start Director position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any, and all conditions as described.

Employee Name _____ **Date** _____

Employee Signature _____