

**SPRINGFIELD URBAN LEAGUE, INC.**  
**HEAD START**  
**JOB DESCRIPTION**

JOB TITLE: Head Start Director

REV: 03/18

EXEMPT: Yes

PROGRAM: Head Start

SUPERVISOR: Quality Assurance Research & Reporting Officer

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**Responsibilities:**

The Head Start Director is responsible for assuring all the Head Start program mandates and standards for excellence are met on a daily basis. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. This position provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships. Assumes an active role in the annual program self-assessment.

**ESSENTIAL FUNCTIONS:**

*Assures the compliance with all funding source mandates, all applicable laws and regulations, and assures that standards which exceed the minimum are being met.*

1. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
2. In conjunction with the Eligibility, Recruitment, Selection, Enrollment, and Attendance Coordinator (ERSEA), assures that the program serves the number of eligible children for which it is funded.
3. Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
4. Works with other organizations in the community to foster collaboration as defined by federal Head Start.
5. In conjunction with the Board of Directors, Executive Management, staff and Policy Committee, leads planning meetings in which long and short-term goals for improvement are established.
6. Conducts a complete Community Assessment every three years and an up-date during the intervening years.
7. With input from program participants and the staff, develops a funding application every year.
8. In conjunction with the Board of Directors, and Executive Management seeks additional outside funding for the program; meets the non-federal share requirement.
9. Facilitates the continuing professional development of all staff as part of the commitment to excellence.
10. Maintains effective, appropriate communication with the Board of Directors and Executive Management including:
  - a. Providing a written report to the board of the fiscal and programmatic status of the program and of the administrative activities since the last meeting monitoring results, and strategies to resolve problems
  - b. Communication of relevant information from the funding sources
11. Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
12. Assumes an active role in the annual program self-assessment.

13. Assures remediation of any non-compliance found in delegate or grantee assessment, and incorporates recommendations into planning for the improvement of the program.
14. Provides and/or secures training and technical assistance for all staff.
15. Maintains a close working relationship with the agency's fiscal department which provides the Director with information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
16. Hears and resolves community complaints about the program, seeking input from Executive Management, staff, parents, or the Board, as needed.
17. Carries out the function delineated in procedures for staff grievances.
18. Hires, and if necessary, fires staff, complying with applicable laws, regulations, Agency Personnel Policies and Procedure assures parent input into the hiring and/or firing of staff prior to seeking their approval for the personnel action.
19. Completes and submits regular reports to the funding sources, the Board of Directors, Executive Management and the Policy Committee.
20. Maintains open lines of communications with the grantee personnel.
21. In consultation with the Education Coordinator, assures that classrooms and playgrounds are well-equipped.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

#### Employment Qualifications

##### *Education:*

Bachelor's degree or equivalent in Early Childhood Education, Child Development, social welfare, public administration, human resources, day care administration, or one of the social sciences, and a minimum of three years pre-school management experience.

##### *Experience:*

An understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision-making. Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems. Leadership ability. Good interpersonal and communication skills, including the ability to work as part of a team, Bilingual (Spanish/English) preferred.

##### *Additional Requirements:*

Regular access to a reliable vehicle; vehicle insurance which would include periodic transportation of program participants. Ability to work a flexible schedule including some evenings and/or weekends. Ability to pass a health examination and criminal background check. Ability to work effectively with minimal daily guidance. Knowledge of community resources. Successful experience working in a team setting. Ability to present a positive image of the organization to members of the community. Visual and auditory acuity within professionally determined normal ranges, with correction if needed. Manual dexterity sufficient to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder. Must be able to travel, enter and exit a vehicle without assistance.

