



# ECKAN Job Description

## Head Start Director

<b>JOB TITLE:</b>	Head Start Director	<b>SUPERVISOR:</b>	Chief Executive Officer
<b>SUPERVISES:</b>	Head Start Staff	<b>FUNDING SOURCE:</b>	HHS
<b>EXEMPTION STATUS:</b>	Exempt	<b>WORK PERIOD:</b>	40 hours per week 12 months per year

**MISSION STATEMENT:** This position is responsible for planning, organizing and directing activities for programs covering seven counties. The job responsibility includes broad administrative authority for multi-funded programs. Must have the ability to focus on long term objectives, and plan for the expansion and improvement of comprehensive early childhood development programs including health, social services, parent involvement and related components.

### TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

- Treat Head Start participants, community members and fellow staff with positive regard as defined in Head Start's mission statement.
- Develops and recommends program policies and procedures to conform to federal regulation and eligibility criteria.
- Supervises program operations and monitors for program compliance.
- Hires and supervises administrative staff and develops staffing structure for program operations.
- Supervises Coordinators, Managers and Specialists.
- Identifies training needs and provides or arranges training for program recipients. Training to include interpretations of regulations, program rules and policies.
- Researches and develops grant proposals for program improvement and expansion of early childhood development and family service programs.
- Reviews program audit reports and resolves negative findings or poor performance. Coordinates implementation of corrective action and monitors progress.
- Analyzes program financial report to assure financial accountability within the program.
- Works closely with Head Start Policy Council to assure flow of program and financial information is delivered to members and is understood.
- Responsible for facility management and plan for future facility needs.

### ADDITIONAL:

- Perform other duties as assigned.

### QUALIFICATIONS ESSENTIAL:

- Bachelor's degree required preferred in Management, Human Services with an emphasis on early childhood development or related field. Masters Preferred.
- Minimum five years of progressively responsible supervisory/management positions including experience working with boards and advisory committees. Previous Head Start experience preferred.
- Good Communication skills (open, honest, objective, good listener, with team management approach to clear goals and objectives).
- Must demonstrate commitment to inspire diverse factions toward shared goals.
- Must demonstrate ability to gain support of staff, funding sources, elected officials and community.
- Be able to pass required background and health tests.
- Ability to communicate in writing
- Must possess a valid Kansas Driver's License.