

MONTEREY COUNTY OFFICE OF EDUCATION

**ASSISTANT DIRECTOR OF HEAD START AND EARLY HEAD START  
HEAD START PROGRAM**

CLASSIFICATION: Certificated Management

SALARY LEVEL: 2

DEFINITION

Under general direction, participates in planning, managing and administering the Head Start Program.

SUPERVISOR

Head Start Program Director

POSITIONS SUPERVISED

Coordinators

Supervisors

Secretary II

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

In coordination with the Head Start Director supervises, trains, evaluates and assigns staff in accordance with County Office of Education, Head Start Personnel Policies and Procedures; provides guidance, support and training for all staff to assist them to carry out the goals, policies and activities designed to implement Head Start Performance Standards and program plan; provides direction and leadership for all components; trains and monitors staff to ensure the achievement of School Readiness Goals; assesses teaching staff using the Classroom Assessment Scoring System tool; analyzes budget and financial requests before submission to the Program Accountant; designs and conducts self-assessments and program evaluations and utilizes the data to maintain, correct and/or improve program activities; recommends program policy and develops program protocol and procedures; implements internal and external reporting systems and procedures for monitoring and controlling program activities and quality; coordinates program activities with outside agencies; assists with organizing and assuring the effective functioning of Policy Council; supervises center staff to ensure the administration and implementation of the Family Engagement Framework; addresses parent concerns as needed; keeps current on literature, statistical information, legislative activities and community resources and activities pertinent to program activities; writes reports and correspondence; maintains complete up-to-date, accurate records; meets regularly with staff and participates in various meetings, conferences and committees; and complies with County Office of Education Board Policies and Administrative Regulations, Head Start regulations, policies and guidelines, Title 22 and all applicable State and Federal regulations, Delegate Agencies, Parent Policy Council

OTHER DUTIES

May write bid proposals, participate in vendor selection and write and monitor contracts for the delivery of program services; reviews and approves all materials, staff reports and newsletters; makes presentations before community groups; identifies and maintains community resource and service provider network; participates in screening and interviewing prospective staff and recommendations for hire; communicates with regulatory agencies.

### PHYSICAL and MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; under sometimes stressful conditions; manual dexterity sufficient to write, use telephone and business machines and to operate an automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site) and drive an automobile; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### REQUIRED QUALIFICATIONS

- Bachelor's Degree in Early Childhood Education, Child Development, Liberal Studies, or related field, and a California Commission on Teacher Credentialing Permit (Master Teacher, Site Supervisor, Director) authorizing service in early childhood education.
- Three years experience in a supervisory position in an early childhood or human development program.
- Ability to travel from site to site within Monterey County.
- Ability to communicate effectively both orally and in writing in the English language.
- Ability to analyze, evaluate and think creatively in order to solve complex administrative problems.
- Ability to work effectively with individuals of diverse educational, socio-economic and cultural backgrounds.
- Ability to work on a computer, knowledge of Word, Excel, Powerpoint.
- Possession of an appropriate California driver's license and the availability of an automobile with the State minimum insurance coverage

### DESIRABLE QUALIFICATIONS

- Master's Degree in educational, human services or a closely related field.
- Knowledge of Head Start philosophy and principles.
- Bilingual: Spanish/English.
- Thorough knowledge of the High/Scope curriculum principles and practices.
- Knowledge of applicable State and Federal laws, regulations and guidelines.
- Experience in budget development and financial management.

Policy Council Approval: 6/17/2014