

MONTEREY COUNTY OFFICE OF EDUCATION

DIRECTOR HEAD START PROGRAM

DIRECTOR II LEVEL HEAD START: \$73,848 - \$94,251/Yr
CLASSIFICATION: Classified Management
SALARY LEVEL: 1
WORK YEAR: 227 Days/12 months

DEFINITION

The Director has full responsibility for planning, directing and administering the Head Start Program and other special programs as assigned. The Director plans, organizes and monitors program operations, functions, activities, services and staff. The Director is responsible for program planning, program development, program management, self-evaluation and community relations.

SUPERVISOR

Associate Superintendent of Educational Services

POSITIONS SUPERVISED

Coordinators
Supervisory Staff
Technical Staff
Clerical Staff

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.

ESSENTIAL FUNCTIONS

Assume management responsibilities for all services and activities of the Head Start program; develop and maintain an effective working partnership with the Head Start Policy Council, work with the Superintendent, Board and Policy Council to facilitate shared decision making; conduct needs assessments; plan develop and implement programs to meet needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement; develop and implement improvement plans; oversee the development of the annual grant application for continued funding; identify and secure supplemental grants, as appropriate; manage and participate in the development and administration of the program's annual budgets; direct the forecast of needs for staffing, equipment, materials and supplies; review financial transactions and monitor the Head Starts budgets to ensure efficient operation and to ensure that expenditures remain within budget limitations; approve expenditures; direct and implement adjustments as necessary; serve as a liaison for the Head Start program with other County Office departments and with outside agencies, negotiate partnership agreements with deligate agencies for support and services to Head Start children, families, and programs; develop and maintain positive working relationships with local school district personnel and personnel from community agencies; maintain a positive public profile for all assigned programs; participate on a variety of boards and commissions; attend and participate in professional group meetings; maintain regular contact with appropriate federal officials in Region IX; respond to communications from Region IX officials; serve as the first point of contact between Region IX and the MCOE; select, train, motivate and evaluate assigned staff; work with employees to correct deficiencies; implement discipline and termination procedures; oversee the development and implementation of staff and volunteer training plans; respond to and resolve difficult and sensitive inquiries and complaints from staff, parents, and the community; ensure compliance with pertinent legislation, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities; attend a variety of meetings, workshops, and institutes; perform other related essential functions, as assigned.

PHYSICAL and MENTAL CHARACTERISTICS

Sit for extended periods of time; see and read a computer terminal and printed matter with or without vision aids; hear and understand speech at normal levels and on the telephone with or without hearing aids; speak so that others may understand at normal levels and on the telephone; enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone; operate a motor vehicle; stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in early childhood education, human development, social science, psychology, public administration or other related field.
- Five years increasingly responsible experience in the administration of education or human services programs.

DESIRABLE QUALIFICATIONS

- Master's Degree in early childhood education, human development, social science, education, public administration or other related field.
- At least two years experience in the management and administration of a Head Start or Early Head Start program.
- Child Development Program Director Permit, issued by the State of California Commission on Teacher Credentialing, knowledge of Head Start Performance Standards, and State of California Child Care Center licensing requirements.