

Job Title:	<u>Manager of Head Start/Early Head Start</u>
Grade Level/Terms of Employment:	<u>Grade 130, 260 Days/12 months</u>
FLSA Status:	<u>Exempt</u>
Work Location:	<u>City Hall</u>
Immediate Supervisor:	<u>Director of Early Childhood Education and School Readiness</u>

General Description:

The Head Start/Early Head Start (EHS) Manager is responsible for coordinating all functions of the Head Start and Early Head Start programs and assuring all federal program standards are met in coordination with local and state regulations. In collaboration with the Director of Early Childhood Education and School Readiness, the Manager provides leadership in planning, designing, implementing and evaluating the EHS/Head Start program, and in representing the division in local, regional, state and national communities. The Manager also ensures that the program is strategically positioned for growth as RPS expands service to more young children throughout the City.

Essential Duties and Responsibilities:

- Interprets Head Start guidelines to ensure compliance and emphasizes the importance of the program achieving high standards of quality, internally and through public and private sector partnerships
- Works collaboratively within the department of Early Childhood Education to ensure the coordination, development, and implementation of an assessment and data monitoring system to measure student growth, kindergarten readiness and project effectiveness
- Initiates and sustains communication and cooperation among program administrators, families, Policy Council/Committee members, program staff, administrative and other school- or center-based staff, and the various agencies and organizations to avoid duplication of efforts and to maximize use of human and material resources
- Designs and delivers presentations to parents, staff, teachers, RPS School Board, Head Start Policy Council, and community groups to provide information and ensure collaboration
- Provides orientation to staff to familiarize them with the Early Head Start/Head Start program
- Plans, implements and evaluates each service area in the program to improve program effectiveness and accountability; assures remediation of any non-compliance found in delegate or grantee assessment, and incorporates recommendations into planning for the improvement of the program
- Hears and resolves programmatic concerns, seeking input from staff, parents, or the Policy Council, as needed
- Facilitates a strategic planning process for innovative program improvement including a complete Community Assessment every five years and an update during the intervening years
- Prepares new and annual grant proposals for program expansion, improvement and innovation; with input from program participants and the staff, develops a funding application every year

- Prepares and submits progress reports to the Director of Early Childhood Education and all necessary forms, reports, and evaluations to be sent to the National Office of Head Start, Regional Office of Head Start, and other offices as appropriate
- Hires, coaches and evaluates program staff
- Performs other related duties as assigned

Qualifications:

- Master's degree in education, public administration, human services, health sciences or a related field required
- VDOE endorsement in Administration and Supervision, or ability to obtain endorsement within three months of hire
- Minimum of five years recent successful experience in professional leadership/management and supervisory role in a public education or human services field
- Comprehensive understanding of complex educational organizations and the intersection of federal, state and local regulations for program administration, and the ability to interpret and implement complex policies and regulations
- Experience in supervision, curriculum development and working with parents and the public, with emphasis on working with low income populations
- Significant experience in federal programs administration and grants management, including program planning, operations and evaluation, and the use of management information systems
- Knowledge of early childhood education theory and practice, experience in Head Start, knowledge of Head Start Performance Standards and knowledge of State licensing requirements
- Strong technology skills, including Google Suites applications
- Strong interpersonal and presentation/public speaking skills required, including the ability to work as part of a team
- Bilingual candidates preferred