



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Head Start Early Education and Support Professional Learning and Support</b>	<b>#6083</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 1</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Division Director of Early Education & Support, the Director I, plans, organizes, controls and directs the operation, management and administration of the Head Start Program and oversees services provided by education partners and/or delegate agencies. In addition, this position works directly with other partners, third party contractors, and community-based organizations; develops, monitors, implements and evaluates program policies and procedures; develops, administers and monitors program budgets; assures that Head Start/Early Head Start Program complies with and implements State, local and federal regulations.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree. Two years of experience managing an early childhood educational program, agency, or business.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

A thorough knowledge of current laws and regulations related to early childhood education.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- current research and trends concerning early childhood education
- Head Start organizational and governance structure
- assigned software
- program evaluation and data collection

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings for the Head Start Program
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent SJCOE Head Start Program at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Assume management responsibility for all services and activities of the Head Start Program.
15. Develop and maintain an effective working partnership with the Head Start Policy Council; work with the Superintendent and Policy Council to facilitate shared decision making.
16. Oversee the development of the annual grant application for continued funding. Identify and secure supplemental grants, as appropriate; manage the development and administration of the program's annual budgets.
17. Negotiate partnership agreements with community agencies for support and services to Head Start children, families, and programs.
18. Coordinate with other staff in departments within SJCOE.
19. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.