POSITION SPECIFICATION

POSITION TITLE: Head Start Assistant Director
POSITION CLASSIFICATION: Exempt, Monday-Friday, 35 hrs/wk
SALARY RANGE: $21.00 – $25.00 per hour

QUALIFICATIONS:
Minimum of an associate degree in Education or Human Services field; Bachelor's degree preferred. Must have a strong knowledge base in Early Childhood. A minimum of two years of supervisory experience and Head Start experience is preferred. Strong organizational and record-keeping skills as well as leadership and communication skills. The person must be able to establish open, supportive relationships and communications with staff, families as well as vendors, and the public. Clearance required from the New York State Central Registry of Child Abuse and Maltreatment as well as a New York State Criminal Background clearance. A pre-employment physical and tuberculin screening is required and every 2 years thereafter

POSITION SUMMARY:
The Head Start Assistant Director will oversee the day-to-day management of program service areas and supervision of Program Support coordinating staff from the Administrative Office. This includes monitoring for compliance with Head Start Performance Standards and other pertinent regulations as they pertain to serving families and children who qualify. Must be well organized and have strong management skills. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

SUPERVISOR: Responsible to the Head Start Director and is under the general supervision of the Head Start Policy Council and the CDP Executive Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Keep the Head Start Director informed on a regular basis of program activities being planned and implemented. Submit the Head Start Board report to the CDP Executive Director when due.
3. Develop and implement a planning system, which establishes overall program goals and objectives. Generates a work plan and reporting system for delivery and documentation of all Head Start services.
4. Carry out day-to-day administration, management, and supervision of the Head Start program. Monitor and analyze reports submitted by coordinators.
5. Assist with the recruitment and hiring of staff.
4. Must have the ability to develop and maintain, in cooperation with Policy Council and Head Start staff, a sound preschool program, functioning in accordance with the Head Start Performance Standards and other policy guidelines and licensing regulations in all service areas.
5. Interpret Head Start regulations, policies, and directives and ensure adherence through the development and updating of policies and procedures.

6. Directly supervise program coordinators, administrative assistants, and office managers as well as oversee all Head Start center and home-based staff.
7. Work with the Program Coordinators to plan and provide ongoing training and staff development opportunities for all Head Start personnel.
8. Foster collaboration with community resources and partnerships so as to promote the Head Start program.
9. Ensure that the Policy Council is active in program planning and decision-making.
10. Work with the Fiscal Officer to be responsible to the Head Start Director and CDP Executive Director/CDP Board and Policy Council ensuring that sound budget decisions are made.
11. Annually meet with the Budget/Planning Committee for the development of the Head Start budget.
12. Responsible for helping to complete any and all grant applications with assistance from the Head Start Director, the Fiscal Officer, and as needed the CDP Executive Director. Work to assure compliance with Department of Transportation random drug and alcohol testing for Bus Drivers and random testing for other CDP employees.

GENERAL RESPONSIBILITIES:

1. Schedule and attend weekly administrative meetings.
2. Plan for on-going staff in-service training with the administrative team.
3. Conduct annual appraisals of all service area coordinators annually in June.
4. Maintain contact and communication with Region II ACF office and OCFS.
5. Work with Coordinators–assure compliance with OCFS (Office of Children and Family Services) regulations at Centers with OCFS Licensing Agent.
6. Oversee and participate in the implementation of the self-assessment tool annually.
7. Prepare reports as requested by the Head Start and/or CDP Executive Director.
8. Attend all Policy Council meetings and represent Head Start at the CDP Board meetings.
9. Attend local, state, regional and national meetings, conferences, and workshops related to the administrative/program development of Head Start.
10. Maintain year-round working relationships with Head Start's community partners and be aware of the communities needs as they relate to Head Start.
11. Maintain confidentiality in all things.
12. Monitor and publish Emergency Information as necessary.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the CDP Executive Director and/or as assigned in the Program's Integrated Plan. This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023

Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023