



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

Head Start

ASSOCIATE DIRECTOR OF OPERATIONS

Position Information:

Supervised by: Executive Director

Supervises: Operations Director

Salary: Director III

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To supervise and ensure that operations are carried out effectively. Provide direction in the area of Natural Playgrounds, Green Building practices, sustainability practices, and Facility Procurement.

Essential Responsibilities:

- Administrative Management
 - Ensure that all fiscal funding source requirements are met in conjunction with Administrative Services Office through the use of comprehensive internal monitoring systems
 - Assist in the development center budgets and monitor expenditures to ensure budget conformance
 - Ensure that all reports and records are maintained accurately and promptly
 - Attend regularly scheduled Administrative Team meetings
 - Prepare/write grants
 - Attend all Board of Director meetings, policy council meetings, and staff meetings and submit monthly reports to the Board of Directors and Policy Council
- Supervision
 - Supervise Operations Director
 - Promote the professional growth and development of content area staff and Operation Director
 - Coordinate with other supervisors to provide supervision, leadership, and direction for Operations Director including: performance evaluations, training, orientations, attendance record keeping, and other forms of assistance
- Operations
 - Manage designated west end center facilities and ensure that all safety, legal, program, and licensing requirements are met
 - Ensure that all area programs meet or exceed program standards
 - Assist in securing facility space as needed
 - Ensure space lease and interagency agreements are completed timely
- Facility Procurement & Renovations
 - Assist Executive Director in securing space for program expansion. Complete the Justification for Purchase of a Facility checklist for the Head Start bureau
 - Provide leadership in the development of green building practices and principles through out agency facilities
- Program Planning and Development
 - Provide leadership in the development and design of natural playground at sites
 - Maintain regular interaction with appropriate community agencies and leaders as appropriate

- Participate as an Administrative Team member in the development of plans to meet Agency goals
- Assist with Center Teams' needs
- Complete Community Assessment
- Participate with Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas
- Promote and educate staff, board and children on sustainable principles being implemented throughout the agency

Qualifications:

- Bachelor's degree in ECE, Business/Public/Education/Health Administration or related field
- Three years non-profit experience of which two years' experience are in managerial and supervising, or six years of experience may be substituted for education
- Two years of budget development responsibility
- Strong leadership skills
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- Head Start experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation.
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with

prescribed standards

- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Instruct, lead, train and facilitate others in a group setting

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer