



**UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION**

Head Start

EXECUTIVE DIRECTOR

Position Information:

Supervised by: Board of Directors

Supervises: Associate Directors, Head Start/Early Head Start Director, Fiscal Director, WIC Director, CCR&R Director, Executive Assistant

Salary: Negotiable

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

Administer and represent the entire program operations of Umatilla-Morrow Head Start, Inc.

Essential Responsibilities:

- **Oversee all program personnel management**
 - Attend and direct staff meetings according to an organized agenda
 - Inform staff of records to be kept, how to maintain them, and when reports are to be submitted
 - Approve the hiring and firing of all personnel with input from Associate Director of Administration, supervisors and the approval of the Board of Directors and Policy Council (when applicable)
 - Delegate responsibilities as necessary to the appropriate staff
 - Ensure staff awareness of program policies and procedures
 - Read and respond, when necessary, to monthly reports
 - Enforce deadlines for program reports, projects, and timetables
 - Be available to give advice and council
 - Keep staff informed of future activities
 - Ensure completion of annual performance evaluations
 - Clarify expectations of each individual's job performance
 - Ensure that communication systems throughout the agency are effective, occur frequently and timely
 - Provide opportunities for staff development according to individual needs
- **Administer all funds**
 - In collaboration with the Fiscal Director build the annual budget for the agency
 - Approve and track budget expenditures—revise budget as necessary
 - Share with the Board and Policy Council all monthly financial reports and credit card expenditures
 - Ensure the functioning of an adequate record keeping system
 - Ensure that submitted bills and the staff are paid in a timely manner
- **Develop and implement shared decision-making between Policy Council, Board, and staff.**
 - Ensure that all program content areas meet full compliance

- Obtain approval of Program Policies and Procedures from Board of Directors and Policy Council (when applicable)
- Promote parent involvement in activities
- Coordinate Board and Policy Council orientation
- Solicit input from staff on issues that affect them
- Oversee program planning for the Agency.
 - Ensure that the agency's strategic plan is planned, updated, and implemented annually
 - Ensure that the agency's long range goals and short term objectives are achievable and include financial objectives
 - Ensure that the agency's plan is reflective of the communities which we serve
 - Ensure that the agency is responsive to change and meets the needs of our clients
- Oversee the development of training for staff
 - Provide assistance and support to all program staff in content areas
 - Develop and implement program improvement with the assistance of the Board of Directors, Policy Council and Staff Development Committee
 - Make periodic visits to centers
 - Ensure development and implementation of the training plan
 - Meet/Communicate with Focus Group four times per year
- Ensure compliance with relevant federal, state, and local laws and regulations
- Represent the agency throughout the community
- Attend all Board of Director meetings, Policy Council meetings, staff meetings and submit monthly reports to the Board of Directors.
- Act as an advocate for families and children
- Ensure timely submission of the following:
 - Program information reports
 - State, Federal, and Foundation Grant applications
 - All agency agreements, reimbursement forms, and financial reports
- 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

Qualifications:

- Master's degree preferred with an emphasis in Administration, Early Childhood Development, and/or other related fields with
 - At least five years' experience in human services program management and supervision
- Bachelors' degree with
 - Eight years of experience at a management level
- Demonstrated Leadership Ability
- 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

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

Compensation:

- Base Salary:
 - \$90,000 – negotiable dependent upon Education and Experience
- Fringe Benefits:
 - Health, dental, life insurance; 403B retirement; annual leave; sick leave; floating leave; 12 paid holidays; EAP – all described in Employment Policies which can be found on our website at www.umchs.org
- Additional Fringe Benefits:
 - Agency vehicle assigned for work related activities only; additional 40 hours of annual leave after one year introductory period; use of accrued leave after six months of satisfactory employment.

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