



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

Head Start

HEAD START/EARLY HEAD START DIRECTOR

Position Information:

Supervised by: Executive Director

Supervises: Health Services Director,
Education/Disabilities Director, Family
Engagement Director

Salary: Director III

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

The Director is currently responsible for all functions of a thriving Head Start/Early Head Start Program serving over 700 children and families in eight counties and in 23 locations. This position is an exciting opportunity for the new Program Director to lead a dedicated team committed to best practices around Early Learning, Health, and area Family Well-Being. This position works collaboratively with local School Districts, Early Learning Hubs and key public & oral health, child care, parent education and mental health partners to ensure sound financial management, compliance with funder requirements, and long-term planning to ensure school readiness as well as child well-being on all fronts. Additionally, the Director develops and fosters a workplace which values and supports a culturally diverse work environment and its employees, volunteers, and partners.

Essential Responsibilities:

- Program Administration
 - Develop and implement program policies and procedures; where appropriate, soliciting staff and community members' participation in setting policy and developing tools for evaluation
 - Develop long-range plans to meet set goals and objectives
 - Work in concert with other NHP staff to coordinate facilities management and operations; budgetary and financial reporting; recruitment/training/supervision/evaluation of staff, volunteer & partner coordination; and community outreach
 - Ensure all services are provided in concert with performance standards, established laws & contract requirements in a fiscally responsible manner with established outputs that lead to stated outcomes
 - Ensure complete audit preparation and audit performance results are successful
- Leadership and Supervision
 - Work with the Supervisory Team to manage recruitment; hire, train, supervise and evaluate staff
 - Fostering an environment of respect that welcomes every individual and that fosters a supportive staff environment. Delegate responsibilities as appropriate and encourage staff initiative

- Attend Oregon Head Start Association meetings as required
- Establish and maintain positive relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners
- Attend interagency organizational and planning meetings as appropriate
- Design and deliver formal presentations that effectively engage and uphold agency values and services
- Provide regular formal presentations to parents, staff, Policy Council, Board and community groups to provide information and ensure collaboration
- Participate in relevant personnel decisions in accord with existing protocols & ensure approval of the Policy Council
- Delegate responsibilities as necessary to the appropriate staff & monitor outcomes
- Ensure staff awareness of program policies and procedures
- Clarify expectations of each individual's job performance
- Provide opportunities for staff development according to individual needs
- Ensure completion of annual performance evaluations
- Keep staff informed of future activities
- Be available to give advice and counsel
- Read and respond, when necessary, to monthly reports
- Solicit input from staff on issues that affect them
- Be responsible for Grant Applications
 - Ensure that both the federal Head Start/EHS and State OPK grant applications are submitted in a timely manner
 - Research and investigate potential grant opportunities and author grants as required.
 - Participate in the development of the budgets
- Have overall responsibility for the Parent Policy Council
 - Be responsible for the annual Policy Council Orientation
 - Attend all Policy Council Meetings
 - Be responsible for the development of the monthly Policy Council report ensuring that it meets all federal requirements
 - Ensure that a formal policy council book is kept that includes announcements, agendas, minutes, training, and membership
 - Ensure Policy Council representation and involvement on agency committees
 - Ensure Policy Council approval is obtained for new hires
- Fiscal Management
 - Develop budget and oversee fiscal operations for large budgets including monitoring financial statements; approve expenditures; identify revenue streams; monitor match requirements etc.
 - Ensure timely invoicing and reporting of funding sources
 - Accurately interpret financial statements and provide explanations for any variances
 - Identify the financial implications of proposed policies and activity
- Advocacy and Community Outreach
 - Ensure that HS/EHS is represented in the neighboring community and with social service providers and government agencies
 - Develop relationships with key leaders in the area of Early learning at local, regional, state & national level
 - Responsible for developing and safekeeping a workplace which values, supports and

- attracts and retains a culturally diverse work environment
- Ensure compliance with federal performance standards
 - Ensure that the Head Start and Early Head Start program content areas meet full compliance
 - Promote parent involvement in activities
 - Enforce deadlines for program reports, projects, and timetables
 - Visit all facilities on a yearly basis

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

Qualifications:

- Minimum of a Bachelor's Degree in Early Childhood Education, or a related field
- A minimum of five years professional leadership/management and supervisory experience preferably in educational non-profit.
- Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services.
- Experience in design and delivery of training.
- Experience in ensuring grant/contract performance standards are met.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations with proven commitment to recruiting and retaining a diverse workforce.
- Strong knowledge of accounting principles and ability to oversee development and operation of fiscal budgets and fundraising program.
- Ability to work within the mission, goals and service objectives UMCHS

- Ability to coordinate and/or conduct training sessions
- Adequate means of transportation.
- Ability to establish relationship of trust and respect with staff, families and children.
- Experiencing in submission of successful grants and contracts
- Desire to work with low-income children and their families
- 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)
- Experience in Early Childhood Development (preferred)
- Multilingual or Multi cultural experience (preferred)
- Community service experience (preferred)

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

This job description reflects UMCHS' initial expectations for position activity. Based on evolving program & resources available, changes in the scope and responsibilities of positions may occur.

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