

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- HEAD START PROGRAM

JOB DESCRIPTION

JOB CODE:	630162	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution in the field of early childhood education, primary or elementary education or social work, sociology, psychology education or a related field of study pertaining to human services; Masters degree preferred.
- (2) Minimum of five (5) years of experience in social work, preschool programs early childhood development, or health services for families and at-risk children.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the communities to be served by the Family Services Center and preschool programs. Skill in developing relationships with outside agencies to provide a variety of services needed by students and their families. Leadership skills and knowledge of appropriate supervisory and administrative strategies. Ability to manage a substantial budget. Knowledge of Florida school laws and regulations, School Board policies and procedures, and Federal laws and regulations as they relate to Head Start and other applicable preschool programs and services.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Services

JOB GOAL

To provide leadership in the planning, organization and implementation of a comprehensive early intervention and social services preschool program for economically disadvantaged children and their families.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan, organize and coordinate programs for district preschool programs.
- *(2) Prepare and submit grant applications and reports as required by federal and state guidelines.
- *(3) Serve as liaison between grantee, regional and state officers and the Head Start Policy Council.
- *(4) Represent Head Start/Pre-K on the School Readiness Coalition and other community and agency boards.
- *(5) Develop and maintain monitoring systems to assess services to children and families.

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- * (6) Advocate for quality early intervention programs.
- * (7) Monitor activities to ensure integration of services to children and families.
- * (8) Establish partnerships with community agencies to enhance the delivery of early intervention services.
- * (9) Coordinate fiscal activities with the District Finance Department.
- * (10) Coordinate with Facilities Department maintenance and upkeep of all federally owned and occupied preschool facilities
- * (11) Coordinate with school-base administrators to establish, implement and monitor day to day operational procedures for preschool cluster/classroom sites.
- * (12) Collaborate with District departmental administrators to align preschool services with District-level services.
- * (13) Explore and develop opportunities for program expansion and program options.
- * (14) Coordinate and participate in family involvement activities.
- * (15) Recruit eligible applicants.
- * (16) Monitor and track services to families through a data management system.
- * (17) Supervise home visits to program participants.
- * (18) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (19) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (20) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (22) Be knowledgeable of and adhere to Board policies.
- * (23) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (24) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (25) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (26) Monitor district compliance with applicable codes, rules and statutes.
- * (27) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (29) Attend meetings and conferences to promote professional growth and benefit the District.
- * (30) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (31) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (32) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (33) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (34) Respond to inquiries and concerns in a timely manner.

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- *(35) Model and maintain high ethical standards.
- *(36) Plan, implement and evaluate staff development activities of assigned personnel.
- *(37) Adhere to applicable safety standards.
- *(38) Follow attendance, punctuality and proper dress rules.
- *(39) Maintain confidentiality regarding school/workplace matters.
- *(40) Serve on school/district committees as required or appropriate.
- (41) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10