

CAPSTONE COMMUNITY ACTION JOB POSTING

Overview

DATES OF POSTING: 12/06/2016 – 01/08/2017

NUMBER OF POSITIONS: 1

POSITION: **Head Start Director**

BARGAINING UNIT POSITION: No

LOCATIONS: Gable Place, **Barre, VT**

PROGRAM: **Head Start**

SCHEDULE: Full-time/ Regular, 40 hours a week

CLASSIFICATION: Exempt (Salaried)

SALARY RANGE: \$70,000 - \$80,000

MINIMUM QUALIFICATIONS: See Job Description

Capstone Community Action is an Equal Opportunity Employer and Provider. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

Only those applicants selected for an interview will be contacted.

Send cover letter and resume to: jobs@capstonevt.org

CAPSTONE COMMUNITY ACTION, INC
JOB DESCRIPTION

Program: Head Start

Job Title: Director

Exempt, Full-Time

Last Review Date/Update/Change of Job Description: 12/5/16

A. General Statement: The Head Start Director has overall management, Operations and development responsibility for Capstone's Head Start Program and associated grants or programs. The Head Start Director reports to the Executive Director of Capstone and/or his/her designee and the Head Start Policy Council. This individual is responsible for the overall performance of the Head Start program including program quality and outcomes including programmatic content, safety and security of children, parental education, budgeting and financial oversight and compliance, and grant writing, management and reporting. The Director is responsible for identifying new resources to enhance the program's mission. The Director reaches out to other agencies and community institutions to foster collaboration and improve resources to the parents and children in the program. The Director is a member of the Program Leadership Team and works to foster inter-agency collaboration and a seamless experience for parents seeking additional services from Capstone programs. This position will entail travel as well as periodic evening and weekend work.

B. Essential Functions:

- Prepare budgets, grant proposals and ensure that fiscal, programmatic and administrative requirements are met.
- Ensure program adherence to Head Start/Early Head Start Program Performance Standards, Child Care Licensing Regulations, NAEYC, and State of VT early learning standards.
- Ensure compliance with all funding source mandates, applicable laws and regulations, and assures that standards are being exceeded.
- Review monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicted.
- Review program operations for effectiveness and efficiency of operations and conduct short and long range planning to develop and implement initiatives.
- Monitor the programs non-federal share (match) to assure that it is met. Meet with staff, parents and advisory council to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.
- Ensure the development and operation of the Head Start Policy Council and its advisory committees with recruitment, training and staff support.
- Maintain open lines of communication with funding agencies.
- Provide on-going staff supervision and teambuilding throughout the program.

- Develops and implements a thorough program for staff training & development.
- Stay informed of national, regional and state issues and resources including legislation related to early childhood development and disseminates this information to Policy Council, parents and staff.
- Ensures the prompt and thorough evaluation of staff through annual performance reviews.
- Develop seamless systems with other programs to ensure interagency coordination around parents and children for easy access to all agency services.
- Utilize Results-Oriented Management and Accountability (ROMA) to demonstrate measureable outcomes and support planning and evaluation across Capstone.
- Foster strong communication throughout the department and agency.
- Ensure full participation of the Head Start staff in agency initiatives and coordination.
- Coordinates training with other programs to enhance the knowledge of all staff at Capstone.

C. Other Duties as Assigned

D: Qualifications:

- Minimum of a BA/BS in business or public administration, human/social services, early childhood development, education or related field.
- At least three years' experience in a management position
- Financial or budget management experience and demonstrated expertise including the ability to manage large and multi-source budgets. And write and manage federal and state grants / contracts.
- Strong oral and written communication skills including the ability to effectively write federal and state/grants/contracts.
- Excellent leadership, collaboration and team-building skills to work with staff, peers and community members.
- At least five years' experience as a professional in community-based services for children and families preferred.
- Minimum of 3 years of supervisory experience.
- Commitment to Head Start philosophy and goals and a commitment to parent involvement and two generation approaches to families.
- Excellent organizational skills.
- Valid driver's license, reliable vehicle and proof of insurance necessary
- Successful passage of background checks required in Section 1302.90 of the Head Start Performance Standards.

E. Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____