

Tri-County Community *Action Partnership*, Inc.  
Position Description

Title: <i>Head Start: Prenatal to Five Program Director</i>	Employment Status: <i>Full-time</i>
Department: <i>Head Start</i>	FLSA Status: <i>Exempt</i>
Salary Class: <i>Unscheduled</i>	Primary TCCAP Location: <i>Little Falls, MN</i>

**SUMMARY**

The Head Start: Prenatal to Five Director is responsible for directing and managing a comprehensive Head Start: Prenatal to Five program. The Head Start Director directly supervises the Head Start Program Services Leadership Team which consists of Head Start Early Childhood Education Managers and Content Area Managers. The Head Start Program Services Leadership Team is responsible for the successful operation of all Head Start: Prenatal to Five service areas in compliance with Tri-County Community *Action Partnership* (TCCAP) policies and the Head Start Program Performance Standards. The Head Start Director establishes the vision for the entire program, in partnership with the Head Start Program Services Leadership Team and Executive Director, and develops the structure, monitoring systems, and operational systems, which are supported by policies and procedures, to facilitate high quality program services. The Head Start: Prenatal to Five Director also provides coaching, mentoring, and support to program staff and consultants. The Head Start Director will be expected to exercise initiative, discretion, leadership and independent judgment in accomplishing tasks. In addition to operating responsibility for the fiscal, legal and programmatic aspects of the program, this position bears the responsibility to work with the Executive Director to assure that the program is strategically positioned for the future. The Head Start: Prenatal to Five Director performs duties under the general supervision of the Executive Director.

**PRIMARY RESPONSIBILITIES**

**1) PROGRAM LEADERSHIP and MANAGEMENT:**

- Provides effective leadership and oversight to all Head Start program operations.
- Inspires staff, volunteers, governance groups and community partners to collaborate in building a high-quality Head Start program for all enrolled children and families.
- Develops effective monitoring and management systems that support programs and services in accordance with Head Start Program Performance Standards.
- Ensures consistency in service delivery across all program and component areas.
- Encourage inclusive practices and continuous system improvements.
- Oversees the development and implementation of Head Start program goals, objectives, annual priorities, financial objectives, action plans and policies and procedures to ensure long-term sustainability of the organization and its programs.
- Maintains effective working relationships the Board of Directors, Policy Council, and staff.
- Ensures that the Policy Council meets regularly and ensures adequate flow of information in all directions so that each group is well-informed and heard.
- Leads for the good of the organization. Understands the big picture and uses it as a framework.
- Ensures actions and decisions are consistent with the history and vision of Head Start and aligns systems (budget, staffing, training, etc.) to the organizational vision and strategy.

## **2) PROGRAM PLANNING and IMPLEMENTATION :**

- In full conjunction with the Executive Director, ensures a comprehensive community assessment is completed every three years and is updated annually.
- Ensures completion of annual program-wide self-assessment and utilizes the results to develop and implement program improvement plans.
- Interprets statutes, regulations, program instruction notices, and information memorandums pertaining to HeadStart: Prenatal to Five.
- Maintains positive relationships with the Head Start Region V office, and Minnesota state regulatory offices to ensure positive working relationships.
- In conjunction with the Executive Director and other management, develops annual grant narratives and program budgets.
  - This process includes involvement of the appropriate governance groups (Policy Council and Board of Directors).
- Oversees completion and submission of program operational and finance reports to funding sources, the Board of Directors and the Policy Council.
- Monitors attainment of the programs' operational and financial goals to ensure compliance.
- Monitors the program's non-federal share and assures that it meets the required amount.

## **3) COMMUNITY PARTNERSHIPS and COMMUNICATION:**

- Represents TCCAP HeadStart: Prenatal to Five in local, state, regional and national communities.
- Acts as a conduit for input and information, promotes innovation, serves as an effective advocate for staff, families and children.
- Establishes and maintains relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners to support the mission, vision and strategy of the organization and pursue enhanced services.
- Directs activities and, in conjunction with the Executive Director, media relations to promote a positive public image for the entire organization.

## **4) SUPERVISION:**

- Directly supervises the Head Start Program Services Leadership Team members.
- Ensures regular meetings of the Head Start Program Services Leadership Team to develop a shared vision, share information, update program plans, and effectively set priorities for the Head Start: Prenatal to Five programs.
- Oversees the development of on-going professional training and staff development for the Head Start: Prenatal to Five program.
- Maintains knowledge of personnel policies and procedures and ensures that the Head Start Program Services Leadership Team members are aware of these and any changes that occur.
- Works with data driven reports in setting individual goals, priorities and timelines.
- Submits performance appraisals in a timely manner {at least once per year}.
- Instructs, trains and maintains effective working relationships with staff that provide direct services and administrative support.
- Complies with agency staff recruitment and selection procedures to ensure compliance with EEO, legal hiring practices and internal policies and procedures.
- Collaborates with Human Resources on personnel issues.

## **JOB SPECIFICATIONS**

### **Education, Experience and Credentials**

- Bachelor's degree in Early Childhood Education, Social Work, Human Services or a closely related field of study required. Master's degree preferred.
- 3-5 years of demonstrated experience in a human services program management role, ideally in Head Start program management.
- Current MN Driver's License.
- Must pass pre-employment screenings and background check.

### **Knowledge, Skills, and Abilities**

- Knowledge of Head Start Program Performance Standards.
- Knowledge of, experience with, and appreciation for fiscal management.
- Knowledge of theories and practices of Early Childhood Education and Family/Social Services.
- Ability to build and support one's community.
- Knowledge of grant writing, budgeting and management.
- Strong verbal and written communication skills.
- Problem solving and conflict resolution skills.
- Ability to handle stressful and sensitive situations in a professional manner.
- Strong organizational skills.
- Ability to effectively prioritize and manage time.
- Ability to effectively lead others.
- Strong interpersonal and relationship building skills.
- Able to maintain privacy and confidentiality.

## **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

### **Incumbent must be able to:**

- This position includes light to medium physical work, with occasional lifting/carrying of objects weighing up to 40 pounds.
- Hear, speak, and effectively communicate, verbally & in writing, in the English language, including following oral and written instructions.
- Sit for extended periods of time and perform work in a traditional office setting.
- Apply manual dexterity, visual acuity and ability for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- Drive to and from classroom sites throughout the service area, as well as any required meetings, trainings in or outside of the direct service area.

## **TOOLS AND EQUIPMENT USED**

Incumbent must be able to use computers, cell phone, copy machines, printers, and other office equipment.

## **BENEFIT OFFERINGS**

FICA; Unemployment compensation, if applicable; Workers Compensation coverage; 403B Retirement Plan; Health, Dental, and Vision Insurance; Life Insurance; Short-term and Long-term Disability

Insurance; Paid Time Off (Holidays, Vacation, Sick, or Personal Leave). See employee handbook for more information.

## **WORK ENVIRONMENT**

The work environment is primarily indoors. There at times may be noise distractions or temperature variations. Exposure to a variety of weather conditions in traveling outside of the workplace.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

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Employee Signature

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Date

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Supervisor Signature

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Date