

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START
JOB DESCRIPTION

JOB TITLE: Assistant Head Start Director
JOB CLASSIFICATION: Exempt
SALARY RANGE: \$38,475 - \$47,361
SUPERVISED BY: Head Start Director
SUPERVISES: Quality Assurance Monitor, Maintenance Tech/Bus Driver

GENERAL RESPONSIBILITIES

Responsible for overseeing all program functions of Head Start; to communicate with and support coordinators; to provide leadership in planning, design, implementation and design of the program. Responsible for compliance of Head Start Act, Performance Standards, Agency policies and procedures, Department of Social Services Licensing Standards, and any and all regulations and laws pertaining to the Head Start program. He/She exercises discretion and independent judgment with respect to matters of significance, carries out major assignments in conducting the operations of the organization, and performs work that affects business operation to a substantial degree. This position will require the use of a cell phone to in order to conduct business, which the agency will provide. Works to achieve ROMA goals.

SPECIFIC RESPONSIBILITIES

- a) Provides supervision to some Head Start staff;
- b) Participates in program planning;
- c) Provides leadership in and participate in strategic planning and execution of established short-term and long-term goals;
- d) Supports parent involvement initiatives;
- e) Ensures performance standards and any additional federal initiatives are being met;
- g) Develops and maintains a reporting and monitoring system;
- h) Fosters community relationships;
- i) Works with Policy Council to make program decisions;
- j) Works with CVCA Head Start Director to make policy decisions;
- k) Manages the assets of the Head Start Program;
- l) Collaborates with other program areas to benefit Head Start/Early Head Start children and families; and
- m) Provides vision and leadership in the development, understanding, and purpose of school readiness goals. Works with staff, governing body, Policy Council, and community members to develop and implement long- and short-term program and school readiness goals.

PROFESSIONAL DEVELOPMENT

Must pursue professional development for position and to correct deficiencies noted in employee evaluation. Must maintain a professional development plan, renewed yearly.

QUALIFICATIONS

Bachelor's Degree and experience in supervision of staff, fiscal management, and administration. Must have an understanding of Child Development theories and practices; must have ability to interpret pertinent federal, state, city and other necessary laws, rules, regulation guidelines; must be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency.

Successful experience working in a team setting; Must have ability to adapt to constantly changing work environment, manage multiple projects/tasks, gather and analyze data and make concise, accurate reports and recommendations, work closely with others; ability to work under high pressure and produce results; establish own goals, meet deadlines, have good decision-making skills, solve problems, organize records,

and manage routine paperwork. Must be able to pay close attention to detail and be creative; communicate effectively: providing need to know information to all staff, using good listening skills to remain informed, using proper grammar, punctuation in written correspondence, manuals and publications. Must have good computer skills (Microsoft Office, Internet, presentation software).

WORKING CONDITIONS

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
3. A moderate amount of driving is required;
4. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
5. Must be able to lift and carry up to 25 lbs.

ADDITIONAL REQUIREMENTS

The candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER