

CESA #11 Head Start/Early Head Start
Assistant Director

Job Title: Assistant Head Start/Early Head Start Director

Classification: Exempt

Supervisor: Head Start Director

Salary: Based on Policy Council Approval

Position Summary: Responsible for supporting the HS/EHS Director in the operation of the Head Start & Early Head Start programs.

Job Responsibilities

Work with the HS Program Director to:

- Support the director in coordination of HS/EHS programming and manage the comprehensive service delivery system for children, families, and staff to ensure that best practices, and all federal, state, and applicable laws are being followed.
- Stand in at the request or absence of the Head Start Director
- Oversee the CACFP program, along with the nutrition lead.
- Oversee the health and safety of the centers.
- Monitor eligibility, recruitment, selection, enrollment, and attendance (ERSEA).
- Manage day care licensing (compliance, renewals, exceptions, new licensing).
- Assist with reflection and support of management team.
- In conjunction with Human Resources, work to provide health and wellness programming.
- Assist with the development and implementation of policies and procedures for effective program operations and continuous program improvement.
- Work with the director to ensure program options align with community needs.
- Along with the director, ensure the budget and staffing patterns promote continuity of care for children and allows sufficient time for staff to participate in professional development.
- Assist in the development and oversight of federal and state grants.
- Aggregate and analyze program data to support Continuous Program Improvement.
- Support the role and work of the Policy Council.
- Provide leadership in strategic planning, the self-assessment process, community assessment, and school readiness goals.
- Support the development and sustainment of community partners.

- Promote the role and image of the Head Start program by coordinating and implementing effective public relations strategies, speaking, publishing, social media, etc.
 - Partner effectively with community agencies, school districts, regional offices, and state agencies to represent the needs of income eligible pregnant women, infants, toddlers, and their families.
 - Other duties as determined by the HS Program Director and CESA #11 Administrator.
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Critical Success Factors

Knowledge of Critical Elements of the Job

- Knowledge of the Head Start Performance Standards and the Head Start Act.
- Ability to interpret governing regulations and establish effective program policies to ensure compliance.
- Considerable knowledge of grant preparation.
- Extensive knowledge of budget development and monitoring.
- Knowledge/experience in assessment, strategic planning, monitoring and analysis.
- The skills necessary to be a innovative and creative thinker.

Communication

- Demonstrate the ability to establish positive relationships that generate a strong feeling of honesty, integrity, and reliability.
- Strong problem-solving skills and ability to navigate problem solving situations.
- Demonstrate a positive attitude that is reflected in your behavior and treatment of others.
- Advanced written and verbal communication skills.
- Excellent listening skills.

Effective Team Member

- Working in collaboration
- Accountability
- Flexibility
- Positive attitude

Organizational Skills

- Time management
- Ability to multitask based on the demands of work.
- Ability to delegate.
- Ability to follow the program's schedule and meet deadlines.

Professionalism

- Works to establish and maintain a positive image for Head Start.
 - Honors commitments to agencies, families, and staff.
 - Maintains professional appearance.
 - Maintains appropriate boundaries with others.
 - Maintains confidentiality of program and client information as identified by the program.
 - Conscientiously manages program resources.
 - Demonstrates knowledge of safety practices.
 - Awareness of and adherence to program/policies and work rules/employee code of ethics.
 - Regular work attendance and punctuality.
 - Positively responds to change.
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Qualifications

- B.S. (or higher) Degree in Education, Early Childhood Education, Social Services, Non-Profit Management, or related field, and significant experience in providing leadership in preschool educational settings.
- Meets Wisconsin State Day Care Licensing requirements
- Three years supervisory management experience with extensive leadership supervising professionals, writing state and federal grant applications, managing multiple program budgets, and working effectively with low income children and families and the community agencies, desired.
- Demonstrated ability to work within an integrated system approach to achieve desired outcomes.
- Experience in developing effective, collaborative partnerships with community and state agencies.
- Proficiency skills in utilizing computer software such as e-mail, Microsoft Word, and Google.
- Demonstrated experience as an effective trainer for adult learners.
- Position contingent upon WI Background Information Disclosure check, approval from the CESA 11 Board of Control, and Federal Head Start approval.

Qualifications are subject to change based on the receipt of new federal regulations and/or additional program requirements.

Training

- Meet Wisconsin State Day Care Licensing requirements, in accordance with Federal Head Start Standard 1304.52(c)
- 25 clock hours of professional development per year to meet Head Start Performance Standards and Day Care Licensing.

Other Requirements

- Per Day Care Licensing, complete a Staff Health Report – Child Care Provider (CFS-0054) physical, or comparable physical exam to include a TB test within 30 days of hire or have completed within the last 12 months from start date.
- Demonstrated ability to work with an integrated system approach to achieve desired outcomes.
- Valid Driver’s License with one year of driving experience.
- An adequately insured personal vehicle for providing services as required; company car provided when available.
- Position contingent upon WI Background Information Disclosure check and for all states resided within the last three years as required/needed.
- Beginning January 31st 2022, proof of COVID-19 vaccine is required to be considered for employment at CESA #11 Head Start.

Employee’s Signature _____ **Date** _____