

# PROGRAM EXECUTIVE DIRECTOR

## POSITION RESULT DESCRIPTION

### **NESD Head Start Program, Inc.**

**EDUCATION AND EXPERIENCE:** The Head Start Program Executive Director must have, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration or a related field. Also must have extensive knowledge through training or experience of Program Administration, with a broad education background, including School Administration, finance, personnel and supervision and finance management and / or childhood education.

**QUALIFICATIONS:** The Executive Director should have experience in an education setting with recent supervisory or managerial level responsibilities, including financial and budgetary administration; good leadership ability; good interpersonal and communication skills, including the ability to work as part of a team; communicate effectively both orally and in writing. The Executive Director must have adequate computer knowledge and skills; the ability to develop and manage a budget and the ability to manage, guide, evaluate and counsel staff. The Executive Director should have knowledge and/or experience in program management, including program planning, operations, and evaluation. The Executive Director must understand and support the Head Start philosophy; have the ability to implement the principle of shared authority and decision-making; and must maintain confidentiality at all times.

**PHYSICAL REQUIREMENTS:** The Executive Director must be able to lift 30 lbs. and occasionally heavier items. Extensive driving is required. Must have an initial employment physical examination and provide a doctor's statement of verification.

**WORK SCHEDULE:** The Executive Director is expected to work as per contract in accordance with the annual calendar.

**SUPERVISION:** The Executive Director is responsible for supervising the Program Managers.

**EVALUATION:** The Executive Director is accountable to the NESD Head Start Board of Directors. The Board of Directors will evaluate the Director's performance two times in the first year and one time per year, thereafter.

**SALARY RANGE\ INCREMENTS:** The starting salary for this position is \$21.83 per hour. The Executive Director shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's years of experience with the program.

**Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities and/or personal priorities!**

### **POSITION OBJECTIVES:**

1. To be responsible for planning, directing and administering the Head Start Program and monitoring Program operation and services.
2. To provide leadership and direction for all areas of the Head Start Program.

## **KEY RESULT AREA #1: Planning and Setting Objectives**

**Objective:** To plan and coordinate the overall Head Start Program plan, taking into account all federal directives, the needs of the communities, families and the overall mission of the Head Start program and to communicate these plans to the appropriate people.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

### **Performance Standards:**

1. Plan, coordinate and implement the Head Start Program plan.
2. Interpret governmental statutes, regulations, transmittal notices and memorandums pertaining to the Head Start Program. Develop policies and operating procedures based on this guidance.
3. Coordinate efforts to ensure that the program meets In-Kind and volunteer requirements. Do monthly In-Kind Report.
4. Design, coordinate and update community needs assessment and develop goals and options based on the resulting information.
5. Prepare grant application and explain grant proposal to staff, Board of Directors, Policy Council, parents and the community.
6. Develop and recommend plans consistent with the overall mission of the grantees agency's Head Start Program.
7. Direct program operations in a manner consistent with the requirements of contractual agreements, laws, regulations and funding documents.
8. Direct the development of program financial plans and budget including operating costs, and submit an annual budget to the Board of Directors, Policy Council and funding sources for approval.
9. Compile and Complete Annual Report to Board, PC, Staff and Communities in Service Program Area.

## **KEY RESULT AREA #2: Developing and Coordinating Program Operations**

**Objective:** To develop and coordinate plans for Program operations and ensure that they are carried out according to Head Start's mission.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

### **Performance Standards:**

1. Develop and implement a fiscal accounting management system that will include monitoring budget expenditures and budget revisions, property procurement and inventory control; participate in the audit entrance and exit interviews; work to resolve audit exceptions and implement management recommendations.
2. Develop/monitor the systems and procedures to assure implementation of program coordination. Assist managers in preparing and updating Program written plans.

3. Establish/ monitor operating and administrative policies and procedures to assure efficient program operation and compliance with all contractual terms, conditions and obligations.
4. Preside at meetings of staff personnel and special committees to obtain guidance, provide leadership and coordinate the activities of these groups to the best interest of the agency and program.
5. Assign Staff Work Stations and Program Vehicles / Buses.
6. Develop and coordinate an administrative organization plan and delegate tasks to staff to carry out the plan.
7. Develop and maintain lines of authority and channels of communication.

### **KEY RESULT AREA #3: Motivating and Communicating**

**Objective:** To form and maintain linkages with appropriate area agencies, to ensure quality services for children and families in Head Start; to maintain effective communication systems within the Program, and with surrounding communities and the ACF Regional Office.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

#### **Performance Standards:**

1. Serve as an advocate for the Head Start Program. Promote good public relations by serving on boards, committees and participate in community activities.
2. Periodically convene Head Start Agency managerial and supervisory staff for planning, management and review purposes.
3. Serve as liaison between the program agency, Grantee Board, Policy Council, and community agencies.
4. Foster shared decision making with the Policy Council; Work closely with that group to ensure effective organization and training with the Performance Standards.
5. Provide periodic written documents and program reports to the grantee administration, Policy Council, ACF Regional Office and other agencies.
6. Assist in the formulation of policy in an advisory capacity and prepare information to be considered in the determination of policy.
7. Develop plans for utilization of community resources. Initiate and maintain needed liaison and work closely with public and private agencies that can provide supporting services to Head Start families.

### **KEY RESULT AREA #4: Measuring and Evaluation**

**Objective:** To evaluate the appropriateness and effectiveness of all aspects of the Head Start Program, and to plan and implement modifications to these as deemed necessary.

*The key result area will have been achieved when the following standards have been met and / or exceeded.*

#### **Performance Standards:**

1. Implement internal and external reporting systems and procedures for monitoring and controlling fiscal and programmatic activities.
2. Develop, implement and maintain an ongoing evaluation system to ensure quality control of the Head Start Program including fiscal accountability and cost-effectiveness.
3. Utilize evaluation data to maintain, correct, and/or improve delivery of program services.
4. Study policies, methods and procedures and modify or make recommendations for modification necessary for the proper functioning of the program.
5. Work closely with the Federal Regional staff to ensure effective delivery of services.
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**KEY RESULT AREA #5: Staff Development**

**Objective:** To provide opportunities for personal and professional growth for staff and parents; evaluate staff progress; and make recommendations for further growth.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

**Performance Standards:**

1. Develop personnel policies for submission to and approval by the Grantee Board and Policy Council.
2. Assign, develop, train, supervise and evaluate program staff and their work. Review and make recommendations on personnel actions such as employment, retention, promotion and termination.
3. Conduct performance evaluations on each manager after their completed probationary period and once per year thereafter. Will also recommend or provide the necessary training to assist them in improving their knowledge and performance, according to need.
4. Establish career development opportunities for parents and staff. Develop and implement an in-service training and technical assistance plan.

**KEY RESULT AREA #5: Self-Improvement**

**Objective:** To be an asset to the organization and to continually improve in skills, responsibilities and attitude – both physically and mentally.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

**Performance Standards:**

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. To read all related directives, standards and plans in order to keep up to date with local, state and federal educational standards.
3. The Executive Director will follow, and lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

\*This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.