



JOB DESCRIPTION

TITLE: Vice President of Head Start

SALARY GRADE: 16
FLSA STATUS: Exempt

GENERAL DESCRIPTION:

The Vice President of Head Start is responsible for administering and directing program operations, health services, family services, ERSEA, outreach, nutrition, and home-based services for the Head Start program, including supervision and development of direct reporting staff; implementation and support of the education program; and ensuring full compliance with State, Federal, local laws and regulations, and adherence to the Head Start Program Performance Standards and regulations and ECS Policies and Procedures.

MAJOR RESPONSIBILITIES:

1. Administers and sustains the Head Start/Early Head Start grants through compliance of State, Federal, and local laws and regulations and adherence to the Head Start Performance Standards.
2. Serve as the management liaison with the Head Start Policy Council, organizing and supporting the Council, attending all Council meetings, and training Council members. Shares information and collaborates with the Policy Council in program governance of the HS/EHS grant.
3. Ensures compliance with HS Program Performance Standards in Early Head Start/Head Start service areas including Governance, Operations, Health Services, Family Services, ERSEA, Nutrition, Home-Based, Outreach, Education, and Facilities.
4. Assures remediation and develops a corrective action plan for any non-compliances reported by Quality Assurance, Education, DCF, Office of Head Start, and other sources related to the program.
5. Supports continuing professional development of staff as part of the commitment to excellence.
6. Provides leadership and direct supervision to the management staff of Operations, Health and Child Services, and Family Support Services.
7. Oversees the on-going monitoring by the Operations team to ensure full implementation of the education program to include curriculum implementation with fidelity, child assessments, CLASS assessments, pilots and projects, and use of technology in the classroom to meet or exceed the growth range for each child.
8. Provides leadership and support for the implementation of the Trauma Informed Care practices into existing and new programs and policies and procedures.
9. Implements and monitors the Head Start budget in coordination with the CFO and the COCO, to support compliance with all budgetary requirements and ensure programmatic fiscal responsibility with Federal Funds. Reviews and adjust expenditures based on monthly financial statements in conjunction with the CFO, COCO, and Fiscal staff.
10. Monitors and assures the Non-Federal Share is met or exceeds the required amount. Submits timely waivers if needed. Meets with staff, parents, and develops strategies, community partnerships, and volunteers to increase the amount and sources of the program's non-federal share.
11. In close collaboration with the COCO, AVP of Education and Head Start Management team, establishes performance goals and participates in effective and

- efficient program planning and implementation that ensure the delivery of high-quality programs for children and families and furthers the ECS vision and mission.
12. Reviews and updates Head Start/Early Head Start program operation systems, including policies and procedures, self-assessment, Program Information Report (PIR), long and short-term planning/goals and improvement and/or action plans. Collaborate with the AVP of Education to review and support School Readiness Goals.
 13. Assists and contributes to the development of the ECS and Head Start Annual Report, HS/EHS Grant Applications, and program budget. Provides information as needed for the Community Assessment and Self-Assessment.
 14. Prepares and submits accurate and timely reports required to the funding sources, the Executive Team, Board of Trustees, Policy Council, and any other required parties.
 15. Maintains open lines of communications with grantee personnel.
 16. Seeks opportunities to collaborate with other ECS departments to improve communication between departments and strengthen services provided to all children and families in the program.
 17. Reads management and leadership materials and program related materials and shares with appropriate staff. Stays abreast of developments in early childhood trends and research, funding grant opportunities, and other opportunities of benefit to ECS.
 18. Participates in all other agency activities that promotes the success of ECS.
 19. Maintains continuous lines of communication, keeping the Chief of Center Operations informed of all important issues and policy matters.
 20. Provides any required or requested information to the Chief of Center Operations for the Executive Team and Board/Policy Council meetings.
 21. Takes an active role in representing ECS throughout the community and cultivating key relationships.

(These essential job functions are not to be construed as a complete statement of duties performed. Employees will be required to perform other related marginal duties as required.)

ORGANIZATIONAL RELATIONSHIP:

- This position reports to the Chief of Center Operations.

EDUCATION AND EXPERIENCE:

- A baccalaureate degree with demonstrated proficiency in program development & administration, budgeting & fiscal management, and personnel administration & staff supervision, preferably in a field related to early childcare, education, or families.
- Master's degree and experience with organizational expansion and scaling programs strongly preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

- Head Start experience, or the ability to quickly understand the principles, practices, and objectives of early childhood education and Head Start program administration.
- Excellent interpersonal and communication skills, including the ability to work as part of a highly collaborative team within the organization and build positive rapport with key community groups and constituents.
- Demonstrated experience in a change management environment requiring leadership in defining process and establishing relationships, both internal and external.
- Demonstrated experience in program planning, operations, and evaluation, and the use of management information systems.
- Creative problem-solver with the ability to use data and sound judgment to drive decision-making.
- Working knowledge of accounting principles, fiscal management, budgeting processes and monitoring.

- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Working knowledge of Microsoft Office products
- Significant experience in planning, administration, and supervision
- Demonstrate the ability to communicate and interact with all levels of personnel, parents, and external vendors with professionalism and diplomacy.
- Ability to plan and direct activities to write goals and objectives.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid driver's license and proof of automobile coverage
- Satisfactory Driving Record (as outlined in Vehicle Driving Policy)
- Complete a minimum of 15 clock hours of professional development per year.

ENVIRONMENTAL CONDITIONS:

- Works in an office setting with local travel to multiple sites required.
- Some out-of-town travel, including nights and weekends required.

ESSENTIAL PHYSICAL SKILLS:

- Typical Physical & Mental Demands: Requires prolonged sitting with some bending, stooping, and stretching, and eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator, and other office equipment.
- Requires normal range of hearing and eyesight to communicate with clients and staff.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

Print Name

Date

Employee Signature

