

Vacancy Announcement

Job Title: Head Start/Early Head Start Director
Location: Beckley, WV 25801
Starting Wage: Salary Base: \$55k
Generous PTO package after a successful 90-day evaluation.
Description of job: See attached.
Qualifications: See attached.

Cover letter, resume, and job application must be submitted to christal.osborne@recaa.org by 12 p.m. on the closing date.

Closing date: 05/03/2024

For additional information, contact Christal Osborne at 681-305-0172 ext. 899.

COA
4-18-24

Job Description

Head Start/Early Head Start Director

The RCCAA Head Start/Early Head Start Director offers a unique opportunity to play a critical role in advancing equitable access to high quality, culturally appropriate early education, childcare, and support services to hundreds of infants, children, and families throughout Raleigh County, West Virginia.

This position is responsible for the supervision and management of the overall operations of both programs and assures that service design, delivery and quality comply with the federal Head Start Standards, state licensing regulations and all legal and contractual obligations. The Director is also responsible for setting and holding program managers accountable to achieving specific results in child and family outcomes, evaluating and improving program systems, and representing the agency in local, regional, and state communities.

The ideal candidate is a strategic leader that plans for and makes decisions within the framework of RCCAA's organizational mission, values, and goals. They build trusting relationships through effective communication, reliability, and collaboration. The prospective candidate is flexible and able to pivot quickly and intentionally in an ever changing environment. They are invested in Raleigh County and believe deeply in the value of Head Start and Early Head Start making a positive life changing impact in the children and families within our community.

Job Duties:

- Prepare funding applications, including monitoring and reporting to funding sources, as required.
- Provide fiscal management for the programs of Head Start and Early Head Start.
- Develop, implement, and coordinate the delivery of Head Start and Early Head Start services in a manner consistent with the requirements of contractual agreements, laws, regulations, funding documents, and standards.
- Serve as the Head Start/Early Head Start director as defined by federal grant expectations.
- Conduct long- and short-range planning, including assessment of community needs and resources.
- Develop and implement systems of evaluation and organizational self-assessment, including preparing and disseminating an annual evaluation report with a focus on continuous quality improvement.
- Lead a self-assessment process with summary report for approval by Executive Director, Policy Council and Board of Directors.
- Develop and implement leadership and management expectations and responsibilities for all levels of Head Start/Early Head Start management team.
- Direct the professional development process, that includes providing annual staff and management training events.
- Create new and support existing community collaborations and partnerships such as agreements with school districts, daycares, and other community partners.
- Maintain open communication and coordinate all Head Start/Early Head Start Childhood services within your direct programs and among all RCCAA programs and administration.

Job Description

Head Start/Early Head Start Director

- Coordinate all duties and responsibilities with other management employees and program managers.
- Collaborate and provide leadership and administrative support for multi-program initiatives, as assigned.
- Serve as the management liaison with the Head Start/Early Head Start Policy Council and Board of Directors Head Start/Early Head Start Committee.
- Regularly convening Head Start and Early Head Start managerial staff for planning, management, reporting, and problem solving.
- Provide required documents and program reports to the Board, Policy Council, Regional Office, and other agencies.
- Oversee all data and reporting systems to support programs.
- Report to the regional office on overall programming including outcomes data, and growth towards School Readiness Goals, Family Engagement and other Head Start Initiatives.
- Oversee the planning and implementation of successful federal Head Start/Early Head Start reviews.
- Attend and participate in Board of Directors meetings, Head Start Association meetings, conferences, and workshops as requested.
- Implement internal and external reporting systems and procedures for monitoring and controlling fiscal and program activities in Head Start/Early Head Start.
- Develop, implement, and maintain an ongoing evaluation system to ensure quality control of Head Start and Early Head Start along with continuous quality improvement of services and management.
- Effectively supervise assigned staff.
- Make recommendations to the Executive Director and HR Director as to the hiring, termination, advancement or any other changes of status of Head Start/Early Head Start employees as needed.
- Guide the preparation and administering of all grants related to the Head Start/Early Head Start Programs.
- Ensure that items procured by Head Start and Early Head Start are procured in accordance with RCCAA Purchasing Policies and all Federal guidelines.
- Develop and maintain a clear chain of command within Head Start and Early Head Start.
- Perform any other duty requested by the Executive Director to ensure the success of the Head Start/Early Head Start Program and agency.
- Ensure Performance Standards, Policy 2525, Child Care Licensing Regulations and all other applicable regulations are being followed.

Qualifications:

- Bachelor Degree in Early Childhood Education, Public Administration, Human Services, or related field.
- Experience in supervision of staff, fiscal management, and administration.
- Seven years of work related experience with at least three years in a supervisory capacity.
- Knowledge of the principles of management, budget preparation, and human resources.
- Strong written and oral communication skills.

Job Description
Head Start/Early Head Start Director

- Grant writing experience preferred.
- Must have valid West Virginia driver's license and reliable transportation.
- Occasional overnight and out-of-state travel required.

Supervisory Control/Evaluations:

The Head Start/Early Head Start Director will be under the direct supervision of the Executive Director. A written evaluation will be performed 90-days and annually thereafter.

Signature

Date