

**Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL POSTING

POSITION: Head Start Director

WORKSITE: Head Start, Inc. Billings, Montana

OPENING DATE: May 31, 2017

CLOSING DATE: June 30, 2017

WORK SCHEDULE: 40 hours per week, Monday-Friday 52 weeks per year

HOW TO APPLY: Submit Current Resume, Cover letter, references and completed responses to questions. Information may be mailed or emailed.

The application package **MUST** include a written response to the following questions. Answers limited to one 8 x 10 page.

1. In the past, how have you motivated a work group to excel in performance while maintaining a positive, respectful culture? Be specific.
2. Explain your philosophy pertaining to leading staff through times of change without losing sight of the core agency mission and values.

**Submit to:
Head Start, Inc.
615 North 19th Street
Billings, MT 59101
deedeek@billingsheadstart.org**

Head Start, Inc. is an Equal Opportunity Employer

Position Summary Head Start, Inc.

Position Description/Title: Head Start Director
Revision date: 4/2017
Classification: Key Officer, Executive, Regional Office Approval Required
Salary: \$48,000 - \$50,000/year DOE

SUMMARY OF RESPONSIBILITIES

Responsible for managing the Head Start program under the general oversight of the Executive Director, Policy Council and Board of Directors. Assures all Head Start program mandates and standards for excellence are met on a daily basis. Provides leadership to the staff with the outcome of providing the highest quality services to children and families at all sites.

REPORTS TO: Executive Director

DIRECT REPORTS: Education Directors, Director of Family and Community Partnerships, Nutrition Director, Director of Community Relations, ERSEA Director, Operations Director

POSITION STATUS: Full-time for 52 weeks, Exempt, Grade 12

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the day-to-day operations of the Head Start program. Works with Executive Director in providing leadership in planning, designing, implementing and evaluating program systems and in representing the agency in local, regional, state and national communities.
- Ensures staff, parents, Policy Council and Board understand and support Head Start's mission, vision and values.
- Focuses energy and efforts toward Head Start's two-generation approach: preparing young children for success in school and life, and engaging parents and families in supporting the children's education and their own growth and development.
- Communicates regularly with families, staff, and the Policy Council about key issues affecting the agency.
- Implements policies and procedures to guide the program and assist with compliance with Head Start Performance Standards.
- Works with the Management Team to coordinate the development and implementation internal monitoring processes, including health and safety, quality of services, and fiscal management.
- Recruits and supports strong collaborative community partners in sites where Head Start provides services.
- Directs the agency's annual self-assessment process, identifies programmatic strengths and weaknesses, and implements corrective action plans to solve organizational, systems or service delivery problems.
- Maintains updated information about community needs and strengths as they relate to Head Start children and families. Ensures this information is shared with staff, Board and Policy Council to ensure the program's responsiveness to changes in the communities where Head Start sites are located.

- Works with the Executive Director to prepare the annual Head Start grant proposal and budget with input from Policy Council, managers and employees.
- Regularly prepares and submits other grant proposals, in conjunction with the Executive Director, to support the mission and strategic goals of the agency.
- Stays within the established budget while maintaining quality services.
- Establishes component responsibilities and coordinates services among components and sites.
- Promotes staff professional development and/or training, including training on Head Start Performance Standards and other governing statutes and regulations.
- Manages employee performance issues, including internal grievances and investigations.
- Ensure that supervisors set annual goals with employees and encourage individual professional growth through appraisal, modeling, coaching and training opportunities.

ESSENTIAL SKILLS

- Must maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Must communicate clearly, both orally and in written format.
- Must be organized to ensure timely and accurate documentation of required records and reports.
- Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Must treat others with respect and consideration in order to foster collaboration in the agency.
- Must clearly describe advocate for the program's approach to child development and education.
- Must model leadership in employee relations through effective communications, guidance, leadership, training and coaching.
- Must have strong interpersonal and communication skills to collaborate with a wide range of constituencies in a diverse community.
- Must be able to use computer technology and understand its application to organizational and/or component functions.
- Must exercise good judgment while evaluating difficult situations and making critical decisions.
- Must engage parents and families and form mutually supportive relationships with them.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A four-year degree in Human Services, Special Education, Early Childhood or related fields. Five years' experience in supervision of staff, fiscal management, and administration directly related to the duties and responsibilities specified in job description is also required.

In addition, the following experience is preferred:

- Experience with Head Start programs and regulations
- Knowledge of management systems, principles and practices.
- Skill in examining operations and procedures, formulating policy and developing new strategies.
- Experience in supervising others.
- Experiencing in managing conflict.
- Experience in developing and monitoring budgets
- Knowledge of school readiness requirements
- Experience with data-based decision-making and analysis of data
- Experience with working closely with families
- Proficiency in languages other than English

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee works in a busy office environment, travels by vehicle and may be exposed to changing weather conditions, and may be required to travel and work outside of normal business hour. Noise level is usually moderate.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.