

Southeast Alabama Regional Planning and Development Commission

Head Start Director – Dothan, AL

JOB SUMMARY

Under general direction, is responsible for management of SEARP&DC Head Start and Early Head Start Programs; develops annual master plan and budget; selects and supervises professional/support staff; acquires necessary facilities, equipment, and operating supplies; oversees educational programs; prepares a variety of reports; monitors budget; develops community support for program; and performs other related duties as requested.

DUTIES AND RESPONSIBILITIES

PROGRAM PLANNING & DEVELOPMENT (40%)

Confers with Board and Executive Director to plan for the administration of the Head Start program through the Commission. Develops annual Head Start budget based on research and past records. Develops annual Master Plan for Regional Head Start Program as part of application for annual grant; submits to regional office for approval. Acquires necessary facilities for use as Head Start Centers; makes arrangements for maintenance of facilities for program year. Follows established guidelines for staffing centers with necessary teaching and support personnel.

PERSONNEL MANAGEMENT (15%)

Provides for training and development of personnel in all positions. Approves time sheets/payroll of workers and maintains leave records. Makes unscheduled visits to centers to observe performance of all staff. Monitors general level of morale and job satisfaction and resolves developing problems as soon as possible. Performs annual appraisal of all employees following prescribed guidelines; reviews appraisals with employees.

PROGRAM MANAGEMENT (15%)

Receives requests from staff for needed equipment and supplies; approves and issues purchase orders. Makes unannounced visits to centers to observe activities and monitors all aspects of program. Establishes parent leadership for program components; works with parent leaders on all aspects of their responsibility areas. Coordinates training for parents as part of the overall Head Start mission. Ensures that facilities are properly maintained; handles repairs as necessary.

PROGRAM EVALUATION AND REPORTING (10%)

Monitors budget throughout year, reviewing financial statements and submitting to regional office. Prepares and submits required reports. Prepares annual report of total program, including complete statistics on all program components; submits to regional office. Evaluates progress of program in meeting objectives; makes adjustments deemed necessary.

COMMUNITY RELATIONS & SUPPORT (10%)

Establishes Head Start Policy Council from parents, community members, and center staff representatives to direct program policy and maintain community support. Meets with area leaders, educators and citizens to establish and maintain community program support; may speak to interested groups. Approves all news releases related to Head Start activities. Attends program and meetings designed to enhance and further the cause of Head Start Program. Performs other related duties as requested.

PROFESSIONAL DEVELOPMENT (10%)

Reads selectively to acquire new ideas and innovative strategies in area of specialty. Attends meetings, workshops, or classes in area of specialty.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of staff supervision including selection, training, appraisal, compensation, and EEO. Ability to communicate with, motivate, and lead professionals and support personnel. Knowledge of fiscal management and analysis and planning skills to develop forecasts, budgets, policies, strategies, and various types of plans to facilitate program. Strong administration and organization skills. Ability to comprehend federal regulations and funding for the Head Start and Early Head Start program. Writing skills to develop proposals, policies, guidelines, media releases, and related documents. Verbal communication skills to deliver presentations, negotiate, counsel, issue instructions, answer questions, and respond to a variety of people. Ability to communicate to external groups including local community and business groups. Ability to monitor all aspects of program throughout program year and make adjustments as required.

EDUCATION AND EXPERIENCE

Bachelor's degree and experience in supervision of staff, fiscal management, and administration. Master's degree preferred. Experience in school administration with emphasis on financial/personnel management preferred.

SPECIAL REQUIREMENTS

Possess valid Alabama driver's license and be willing to drive to center locations and communities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duties demand.

TO APPLY: Please visit the employment page at www.searpcdc.org for REQUIRED application or call 334-794-4093 ext. 1415 for more information. Applications must be received by close of business 5-4-17.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: areed@searpcdc.org

Fax: 334-794-3288

Please note that Transcripts are REQUIRED to apply for this position.

EOE/E-verify

Posted: 4-16-17 Closes: 5-4-17
