***Head Start/ EHS Director***

The Head Start/EHS Director oversees contractual compliance and manages the daily operations of the Early Head Start program. The Head Start/EHS Director leads the Head Start/EHS Management Team to ensure a coordinated approach to providing high quality and comprehensive services to achieve Child and Family Outcomes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

PROGRAM PLANNING & DEVELOPMENT

Confers with 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

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

Receives requests from staff for needed equipment and supplies; approves and issues purchase orders. Makes weekly 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

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

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

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

**EDUCATION AND EXPERIENCE**

Bachelor’s degree and experience in supervision of staff, fiscal management, and administration. Master's degree 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.searpdc.org** **for a REQUIRED application or call 334-794-4093 ext. 1415 for more information.**

**Fax: 334-794-3288**

**EOE/E-verify**