

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

**PAGE 1 OF 2**

**POSITION:** **DIRECTOR OF HEAD START/EARLY HEAD START**

**DIVISION:** Early Childhood Development

**PURPOSE:** This position is responsible for all programmatic operations of the Head Start/Early Head Start program including development and implementation of all program goals, administrative procedures and systems, staff supervision, financial integrity, and compliance with contractual performance standards. The position is responsible for ensuring compliance with performance standards and recognized best practices in Child Development and Education (CDE), social services, and community networking.

**QUALIFICATIONS:**

Education: Bachelor's Degree in Business Administration, Human Resources or related field.

Experience: Minimum of five (5) years experience in a management level position, two (2) years of which includes supervisory responsibilities. Experience leading and developing programs in a multifaceted agency preferred as well as Head Start experience.

Skills, Abilities, and Knowledge:

- a. Ability to exercise discretion and maintain confidentiality
- b. Ability to lead, motivate and supervise others effectively
- c. Ability to multi-task, set priorities, and delegate responsibilities
- d. Ability to understand and implement federal, state, and employer regulations, policies, and procedures for Head Start/Early Head Start and other CDE programs
- e. Problem solving ability where independent judgment is required
- f. Excellent accuracy, organizational skills, and accountability
- g. Ability to set and achieve goals and work independently with little supervision
- h. Excellent interpersonal and customer service skills
- i. Effective oral and written communication skills
- j. Machine operation including calculator, photocopier, computer, etc
- k. Basic computer knowledge and skills
- l. Knowledge of Head Start Performance Standards, policies and procedures, Head Start philosophy and program operations
- m. Organization and time management skills, human relations skills, and observation and analytic skills

**REPORTS TO:** Vice President of Early Childhood

**SUPERVISES:** Assistant Director and could include; Child Health and Safety Manager, CDE Managers, PFCE Manager, ERSEA Manager, Professional Development Coordinator, Secretary, and other designated supervisors, support personnel

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Effort: Light physical effort in a predominantly sitting position

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, and family environment information

Special Demands: Potential eyestrain. Significant travel

Special Requirements: Current FBI, Act 33 and Act 34 clearance documentation. Valid driver's license.

Alternative hours; alternative locations

Duties may include any or all of the following. This list is intended to be representative.

01. Ensure the development and implementation of all Service Area Plans
02. Provide direction to staff and facilitate personal development in the interest of achieving program goals. Set and ensure adherence to goals for direct reports. Resolve staff conflicts and grievances
03. Interpret federal/state rules, program procedures and policies, and assure compliance
04. Advocate for comprehensive quality services for preschool children and their families on a county-wide basis
05. Work with program service areas in delivering quality services that meet client needs in a respectful, positive manner
06. Work with the Policy Council/PIC Board of Directors, attend meetings as necessary and perform work in a manner that upholds the corporation's policies and procedures
07. Assure annually a self-assessment of the program with improvement plans is completed, a Community Assessment is updated, and an Annual Report is made available to the public
08. Attend meetings as a representative of the Private Industry Council (PIC) with individuals, parents, public and private agencies, and State and Federal officials to elicit collaboration and support as required
09. Review and also authorize time and attendance records, daily reports, etc
10. Work with community agencies and organizations to develop collaborative relationships in both public and private sectors
11. Encourage teamwork, collaboration, cultural sensitivity, and resourceful problem solving
12. Participate in negotiating and implementing collective bargaining agreement
13. Maintain up to date knowledge of federal, state, and local priorities and trends in CDE
14. Explore, pursue and support strategies to sustain and grow the division services
15. Demonstrate fiscal responsibility with budgets
16. Work with the Corporation's Management team to promote and uphold the mission, goals, priorities and expectations of PIC.
17. Collect, measure and analyze data to prepare reports as required
18. Perform other work as required or requested

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** G

**MINIMUM STARTING SALARY:** \$49,400.00