

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **ASSISTANT DIRECTOR**

DIVISION: Early Childhood Development

PURPOSE: Oversee the daily functions and supervision of the Head Start (HS)/Early Head Start (EHS) programs in Beaver County. Responsible for ensuring compliance with the Head Start regulations and performance standards at the Federal, State and local levels and recognizing best practices in child development and education. Assist the Director in implementing program goals, administrative procedures and policies, financial integrity, and compliance with contractual performance standards. In the absence of the Director, assumes responsibility for the programmatic operations of the HS/EHS programs.

QUALIFICATIONS:

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

Experience: Minimum three (3) years experience in management level position, two (2) years of which includes supervisory responsibilities.

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: Director of Head Start/Early Head Start of Beaver County

SUPERVISES: Child Health and Safety Manager; Parent, Family & Community Engagement Manager; and Clerk

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

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium physical effort (up to 30 pounds) in a predominantly sitting position.

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

Special Demands: Potential eye strain. Moderate travel.

Special Requirement: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

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

01. Ensure that the Head Start/Early Head Start program is in compliance with the Head Start Act, Head Start regulations and performance standards, policies/procedures and/or licensing requirements
02. Assist the Head Start/Early Head Start Director in the development and implementation of the program design and management procedures and program goals.
03. Assist with the updating and implementation of program policies and procedures.
04. Supervise direct reports by:
 - i. Reviewing and monitoring staff schedules
 - ii. Giving immediate crisis feedback to staff on daily operational dysfunctions.
 - iii. Responding to staff concerns/questions via phone calls, memos, emails, etc.
 - iv. Observing staff and completing a performance appraisal at least annually
 - v. Reviewing monthly reports submitted by staff and assuring accuracy, as well as necessary follow-up.
 - vi. Arranging coverage for staff absences and substituting, if necessary.
 - vii. Completing and/or approving bi-weekly time sheets and travel vouchers for staff and self.
 - viii. Maintaining and reviewing tracking of staff personal and professional development plans.
05. Advocate for comprehensive services for children birth through five and their families on a county wide basis by participating in advisory committees, boards, etc.
06. Perform Human Resources duties.
 - i. Conduct/arrange Interviews
 - ii. Conduct/arrange discipline meetings
 - iii. Conduct/arrange fact-finding meetings
 - iv. Make staffing recommendations
07. Oversee the functions of the program's service areas.
08. Assist the Director with the Policy Council meetings.
 - i. Attend meetings
 - ii. Prepare and present reports
09. Assist with the annual self-assessment and community assessment.
10. Coordinate and Chairs the bi-weekly Managers/Supervisors/Coordinators meetings.
11. Oversee the implementation and functions of the School Readiness/Advisory/Transition committees to assure the following occurs:
 - i. Transition Agreements are current with all local School Districts
 - ii. Health Advisory Committee meets at least twice a year
 - iii. School Readiness/Transition team meetings occur regularly
 - iv. School Readiness/Transition Plans are reviewed yearly
 - v. School Readiness goals are updated yearly using aggregated data and reviewed quarterly
 - vi. School Readiness reports are shared with the staff, the parents and the community at least three times a year.
12. Recommend changes and collect information regarding grant initiatives necessary to support program growth, development and improvements, and assist in preparing grants.
13. Participate in negotiating and implementing the collective bargaining agreement
14. Participate in meetings, job related trainings, and continuing education programs as required by supervisor or Head Start regulations.
15. Collect, measure and analyze data to prepare reports as required.
16. 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

HOURLY WAGE: \$22.84

HOURS PER WEEK: 40
Possible non-traditional