

TITLE:

Early Head Start Program Director

PROGRAM:

Early Head Start (Prenatal to 3 years of age)

RESPONSIBLE TO:

Executive Director

POSITION SUMMARY:

The Early Head Start Program Director will coordinate and direct all program services for the Early Head Start Program, which serves eighty five (85) families, to provide supervision and guidance of program operations, and ensure full compliance with Federal Performance Standards and California state licensing regulations.

EXAMPLES OF RESPONSIBILITIES:

- Supervise the day to day operations of the Early Head Start program for Center Base and Home Base Services.
- Perform management and administration level functions in planning and implementing program objectives and requirements.
- Understand, interpret, and implement federal, state, and agency rules and regulations.
- Develop program financial plans and budgets.
- Monitor and maintain contractual agreements, to assure they are properly executed and updated on a timely basis.
- Monitor and maintain an information and communication system, to ensure the sharing and distribution of information among all staff and parents.
- Attend Policy Council Meetings, and provide monthly reports to the Executive Director, Policy Council, and WCC Board of Directors.
- Model the Standard of Conduct Policy when interacting with parents, community members, and colleagues.
- Responsible for ongoing Early Child Education component of EHS program.

SKILLS & ABILITIES:

- Application of the principals of program management services and team leadership to work place situations and processes.
- Ability to manage budgets, use appropriate decision for expenditure, and understand expense

reports.

- Problem solving skills that ensure program and management system congruence.
- Decision making skills in the allocation of resources to program requirements.
- Knowledgeable of program, finance, and human resource management in a non-profit organization.
- Strong computer literacy skills (Word processing, database and spreadsheets, Internet and e-mail use required).
- Adhere to the agency's Confidentiality and Standard of Conduct Policy.

QUALIFICATIONS:

- Bachelor's Degree in Early Child Development with at least 5 years senior level management and administrative experience.
- Experience working with Infants/Toddlers, principals and practices.
- California Children's Center Director Permit or the ability to obtain one.
- Valid Driver's License and access to a privately owned vehicle with liability insurance (for use in completing work responsibilities as needed).
- Strong verbal and written communications skills.
- Bilingual in English and Spanish, a plus but not required.

EMPLOYMENT CONDITIONAL UPON RESULTS OF THE FOLLOWING:

- Criminal History Registry
- Successful Physical Capacities Examination and TB screen results.

STATUS

Full-Time, Exempt

May include nights and weekends

SALARY RANGE:

Compensation depends upon experience.