

CHTOP, Inc.
Job Description
Head Start/Early Head Start Assistant Director

Reports to: Director of Head Start Programs/Early Head Start Programs

Subordinates: Education Manager, Home-Based Program Coordinator, Child Development Specialist, and Health/Nutrition Specialist

Salary negotiable based on education and experience

Job Summary:

This position is employed by Chapel Hill Training Outreach Project, Inc. The Assistant Director for Orange County Head Start/ Early Head Start ensures all mandates and standards are met by assisting in overall program operations to ensure the program is in compliance with Head Start Performance Standards, North Carolina Child Care Licensing Requirements and CHTOP Policies and Procedures. Assist with the fiscal and programmatic aspects of the program. This position directly supervises others. This may include participation in the recruitment/selection process for new hires, employee training, onboarding, conducting performance coaching/evaluation, and delegation of duties and conflict resolution. Provides supervision, leadership, guidance and monitoring for the Education Manager, Child Development Specialist, Home-Based Coordinator and Health/Nutrition Specialist. Promotes an environment of teamwork and cooperation and is accessible to employees.

General Staff Responsibilities:

1. Participate in staff meetings, attend conferences, training/workshops, and meet education standards as required.
2. Demonstrate familiarity with Orange County Head Start/Early Head Start Policies and Procedures, Head Start Performance Standards, and the program mission of all programs.
3. Maintain harmonious and respectful relations with staff, children, families, and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain professional standards and professional courtesy policies.
7. Actively participate in professional development opportunities and ongoing self-improvement.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Be present at work to provide consistency of services.
10. Be an effective team member in a positive and productive manner.
11. Flexibility to accommodate changes in job responsibilities due to changing program demands as requested by your supervisor.
12. Demonstrate commitment to CHTOP, Inc. mission, values, and policies in the performance of daily job duties.
13. Commit and contribute to ongoing program quality improvement through your role as it relates to the following program-wide systems: Program Governance, Planning, ERSEA, Communication, Record-Keeping and Reporting, Ongoing Monitoring, Self-Assessment, Human Resources and Fiscal Management.
14. Embrace advancing technology to improve job performance and productivity.
15. Commit to reflective supervision as a cornerstone of program and staff development.

Major Duties/Functions/Responsibilities:

1. Provides supervision, leadership, guidance and monitoring of the Education Manager, Child Development Specialist, Home-Based Coordinator and Health/Nutrition Specialist to support compliance in all service areas that these staff oversee.
2. Serve on OCHS/EHS Management Team representing supervisees and keep Management team abreast of activities, plans, challenges and needs related to Education, Disabilities, Health/Nutrition, Mental Health and Home-Based Option.
3. Support the work of the Home-Based Coordinator to ensure operation of a home-based program option that complies with all HS Performance Standards.
4. Conduct annual performance reviews and support staff professional development for supervisees.
5. Oversight of all contract Mental Health Consultants. Serves as program lead for all policies & procedures related to identifying, preventing and responding to child abuse & neglect.
6. Oversee the work of the contracted Mental Health Consultants to ensure that classrooms receive on site consultation in a timely and effective manner.
7. Assist the Director of Head Start/Early Head Start programs in the monitoring and control of component budgets; identification

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and interpretation of Head Start/Early Head Start community needs; conformance to HS Performance Standards and other regulatory requirements.

8. Participate in the development of collaborations and facility development for future expansion of families and services.
9. Attends board meetings and presents information in the absence of the Director of Head Start/Early Head Start programs.
10. Assists the Director of Head Start/Early Head Start programs with the overall administration of Orange County Head Start/Early Head Start's programs by guidelines established by Head Start Performance Standards, NC Division of Child Development and Early Education and CHTOP, Inc. policies and procedures.
11. Attends policy council meetings and presents information in the absence of the Director of Head Start/Early Head Start programs.
12. Assists the Director of Head Start/Early Head Start programs in compiling the Community Assessment or Updates.
13. Assists the Director of Head Start/Early Head Start programs in the preparation of Head Start/ Early Head Start grant proposals. Prepares additional grant proposals under the guidance of the Director of Head Start/Early Head Start programs.
14. Ensures and or obtains and renews all required licenses necessary for program operations.
15. Ensures property inventory is complete, up-to-date and reconciled every year.
16. Provides general supervision of staff in the absence of the Director of Head Start/Early Head Start programs
17. Oversees Orange County Head Start/Early Head Start staff's Career Development Plan.
18. Assists in establishing and maintaining formal and informal relationships with other community agencies.
19. Serves on committees, work groups, and Boards of relevant community agencies.
20. Assist in the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) systems to ensure efficient client access to the program.
21. Prepares records and reports as required by the Director of Head Start/Early Head Start programs
22. To the extent able, performs such other duties and responsibilities as assigned by the Director of Head Start/Early Head Start programs

OTHER JOB RESPONSIBILITIES:

1. May oversee daily activities of a Center in the absence of a Center Director.
2. Attends external committee meetings.
3. Attends center level functions such as parent meetings and special events.

Qualifications and Knowledge/Skills Required:

Preferred qualifications

- A Master's Degree in Early Childhood Education, Child Development, Social Work, Human Services, Public Administration, Human Resources, or one of the social sciences is required.
- An equivalent combination of education and experience may be substituted for a Master's Degree.
- Demonstrated experience, skills, and abilities in high-level management and supervision relevant to Head Start, education and human services;
- Proven experience and expertise in establishing and maintaining collaborative relationships;
- Proven ability to communicate clearly and efficiently with administrators, staff, parents and the community;
- Proven experience creating policies and procedures;
- Knowledge of Orange County is preferred.
- Must be able to get certification for CPR and First Aid after hire and recertify as required.

Experience Requirements

- Minimum of eight years of management experience.
- Must have Head Start/Early Head Start experience.
- Early Childhood Education management experience.

Other Requirements:

- Satisfactory reference check and criminal record check
- Employee shall submit before first day working with children a dated report of satisfactory TB test or chest X-ray and a signed medical statement dated not more than 12 months before employment
- Responsibility for meeting all applicable federal, state & local health requirements
- Responsibility for meeting the transportation needs as required by the nature of the position
- Must become certified in CPR, SIDS, First Aid, and playground safety if required
- Ability to lift, carry and run after children as needed daily

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Please contact: Terry David Tdavid@DurhamHS.org

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