

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Director
SALARY LEVEL: L

LAST UPDATE: 2013
REPORTS TO: Vice President of Administration

MISSION STATEMENT: This position is responsible for planning, organizing and directing the activities for a multi-funded program with an annual operating budget exceeding 7mil, covering eight counties with a staff of 150 employees. The job responsibilities include but are not limited to broad administrative authority for a blend of Federal, State and private program grant funded projects. The position will provide requisite leadership for the program, in the areas of planning, development, implementation and evaluation. The position will provide clear vision and understanding of the magnitude of long term planning for expansion and improvement of the family focused comprehensive early childhood development program.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Demonstrate a clear understanding of poverty and its effect on families locally and nationally.
3. Work in collaboration with key management staff to develop program policies and procedures that conform to all federal regulations and eligibility criteria.
4. Supervise program operations and monitor overall program compliance.
5. Provide information to the College of Southern Idaho Board of Directors to assist them with decisions that affect the program.
6. Research and develop grant applications for program improvement and expansion.
7. Coordinate implementation of corrective action and monitor progress.
8. Analyze and monitor program financial reports to insure financial accountability.
9. Work in concert with the Head Start/Early Head Start Policy Council to insure consistent communication of all operational and financial reports.
10. Develop and maintain an inclusive environment reflective of diversity.
11. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Bachelor's degree required, Masters Degree preferred in Business Management, Human Services or related field.
- Minimum five years of progressive responsibility in supervisory/management positions including experience working with boards and advisory committees.
- Excellent communication skills (open, honest, objective, good listener, with team management approach to clear goals and objectives).
- A demonstrated ability to work with high risk populations
- Must demonstrate commitment to inspire diverse factions toward shared goals.
- Must demonstrate ability to gain support of staff, funding sources, elected officials and community.
- Bilingual (Spanish) preferred
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place