MISSION STATEMENT: This position is responsible to assist in the planning, organizing and directing activities of the Head Start program. The job responsibilities include broad administrative management of Training, Contractual and Public relations function of the South Central Head Start program. The Operation Manager will develop policy statement and long-range projections for the Head Start program with guidance from the Head Start Director.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:
- Treat participants, fellow staff and community members with positive regard as defined in Head Start’s mission statement.
- Monitor Mental Health, Speech & Language and Special Needs contracts to assure contracts are timely and in compliance.
- Assist in community relationship activities as assigned.
- Assist in research and preparations of grant applications.
- Supervise and evaluate Center Supervisors
- Annually review and update Head Start job descriptions and present for approval by Personnel Development Work Group, Policy Council and College of Southern Idaho Human Resources Department.
- Facilitate the Personnel Development Work Group activities and monthly staff newsletter.
- Coordinate and supervise the Head Start training plan and implement needed training in assigned components. Monitor all training and reports to appropriate personnel.
- Act as Head Start director when Head Start Director is out of town.
- Achieve consensus from multiple groups for policy and program priorities.
- Develop program position statements, develop research methodology, analyze information and make recommendations for change.
- Supervise and manage a program or department with multi funding sources and a budget of $350,000 to $500,000 per year on a continuing basis.
- Trains inside and/or outside the program and has a broad base of knowledge relating to the entire program.
- Prepare policy interpretation to staff on community collaboration.
- Serve as advisor and technical support to the program on community services.
- Monitor emerging community issues and barriers that may affect Head Start participants.
- Facilitation and analysis of annual SCHS Comprehensive Community Assessment data. Report to Director on CCA data interpretation.
- Development of policy and implementation of volunteer protocol and public relations activity plans for the SCHS program as it relates to staff and parents involved in the community.
- Responsibility to maintain full enrollment, with a 72-hour turn around to fill vacancies, in assigned centers.
- Participate in an individualized continuing education plan including CPR & First Aid certification.

ADDITIONAL:
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:
- BA or BS in Business Administration, Public Administration or Human Resource Management and/or equivalent work experience
- Four years work experience in a Federal program
- Four years supervisory experience
- Manual dexterity
- Ability to perform essential duties with efficiency and accuracy
- 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