

Early Care and Education Director



Department: Early Care and Education

FLSA Status: Exempt

Reports to: Chief Executive Officer

Date: April 2018

Position Summary:

The Early Care and Education Director is a member of Bauer Family Resources Leadership Team and participates in agency-wide decision making. The Director provides administrative and programmatic leadership of the Early Care and Education division in accordance with the agency's mission, policies and procedures, Head Start Performance Standards, Indiana state licensing and all other relevant regulatory bodies. The Director represents the agency in local, regional, state, and national communities and is responsible for vision and strategic positioning of the division for the future.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LEADERSHIP AND SUPERVISION

- Actively and publicly connect the agency's mission to the daily work of program staff, developing pride in the work of the agency.
- Develop and intentionally execute progress steps moving the vision of the division and agency forward.
- Communicate passion and commitment to the mission, vision, and values of the agency.
- Establish a positive, responsive culture for staff so that services that the Agency provides are of the highest quality.
- Hire and manage division administrative team.
- Conduct regular administrative team meetings and individual supervision meetings of managers.
- Understand and adhere to Head Start Performance Standards.
- Ensures staff receive regular, high quality, professional development that enhance the quality of services to enrolled children and families.
- Advance the quality and positioning of the division by maintaining a current knowledge of related research, trends, and public policy.

MONITORING AND REPORTING

- Provide leadership in the preparation of and participation in Office of Head Start Federal Reviews
- Ensure execution of the comprehensive annual Monitoring Plan to ensure compliance with Head Start Regulations, the state of Indiana Licensing Standards and other regulatory bodies.
- Lead the division in the collection and analysis of ongoing monitoring data and its integration in strategic program decisions.
- Ensure continuous program improvement through regular analysis of monitoring data and leads the division in the annual self-assessment process.
- Prepare and submit accurate and timely reports to the Policy Council and Board of Directors
- Ensure completion and submission of the annual Program Information Report (PIR) to the Office of Head Start.

PROGRAMMING

- Complete annual Head Start grant applications and grant applications for additional program funding.
- Ensure comprehensive Head Start services to enrolled families as set forth in the Head Start Performance Standards and Head Start Act of 2007.

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- Ensure regular review and update to program policies and procedures to ensure highest quality services.
- Emphasize diversity in all aspects of the program.
- Work with the Regional Office and the Training and Technical Assistance network to ensure high quality services.
- Integrate the Office of Head Start's program priorities into the agency's Head Start program.

PLANNING

- In collaboration with Bauer's Leadership Team and Board of Directors, develop the agency's strategic plan including Head Start's program goals and objectives.
- Ensure completion of the Head Start Annual Planning Cycle that includes:
 - Annual Community Assessment
 - Update to program offerings
 - Development & execution of updated Recruitment Plan
 - Development of updated Eligibility Criteria
 - Development & execution of Annual Ongoing Monitoring Plan
 - Annual Self-Assessment and related Program Improvement Plan
 - Development of Program Goals
 - Development of Annual Objectives
 - Development of Annual Action Plans
 - Development Annual Program Budget
 - Development of Annual Training Plan & Budget

FISCAL

- Review and analyze monthly financial and statistical reports to assess budget status and initiate preventative measures if needed.
- Ensure alignment of the annual budget with the program's 5 year goals and objectives.
- Pursue additional funding to enhance program services as appropriate.
- Communicate budget information to staff and engage them in containing costs and eliminating waste.
- Maintain an inventory of all program equipment.
- Ensure program compliance with the program's annual obligation of Federal Share.

FAMILY AND COMMUNITY RELATIONS

- Facilitate intra-agency and inter-agency collaborations that support the Agency mission.
- Ensure development of Memoranda of Understanding (MOU's) with community partners that enhance program services.
- Ensure authentic engagement of the Head Start Policy Council and the Board of Directors in program decisions.
- Intentionally seek opportunities to represent the agency in the community and beyond.

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

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Education/Certification/Licensure:

- Bachelor's degree in social work, early childhood, human services, psychology, counseling or other related field
- Master's degree preferred

Experience Required:

- 7-10 years previous field experience
- 5-7 years progressive management experience

Knowledge and Skills Required:

- Strong leadership and strategic thinking skills
- Ability to coach and mentor others
- Strong math skills
- Attention to detail
- Excellent communication skills, both written and verbal
- Organization and time management
- Strong connection with the community

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

Working Conditions:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.
- Travel up to 5-10%.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.