York County Community Action Corp.
HEAD START ASSISTANT DIRECTOR
Job Description

REPORTS TO: Head Start Director
STATUS: Exempt/Full time position
PAY GRADE: 8

PURPOSE: The Head Start Assistant Director is responsible for the assistance in assuring all Head Start and State issued program mandates and standards for excellence are met on a daily basis. This position supports the structure, systems and procedures to facilitate client centered practices and a commitment to excellence. He/she is directly responsible for the leadership and supervision of the following program managers and staff members: Health and Nutrition Manager, Early Childhood Education Manager, Facilities and Safety Manager, Center Managers and Staffing Coordinator.

RESPONSIBILITIES:
1. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
2. Supports managers overseeing education services to implement a relationship-based approach to child development that is appropriate for the care of infants, toddlers and preschoolers; supporting social and emotional development, physical development, cognitive and language skills, and overall health and well-being for all enrolled children ages prenatal to 5.
3. Assume programmatic responsibilities in the absence of the Head Start Director.
4. Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive services. Comprehensive services may include full day Child Care.
5. Assists with ensuring effective coordination and integration of the Head Start program and child care services with other agency functions and activities.
6. Works with other organizations in the community to foster collaboration as defined by the Office of Head Start.
7. Assists with planning meetings in which long and short-term goals for improvement are established.
8. Assists with the five-year grant application and annual updates.
9. Assists in planning the professional development of all staff,
10. Assists with appropriate communications to the Board of Directors, including:
    a. Attending regular and special meetings, and committee meetings as requested
    b. Communication of relevant information from the funding sources
    c. Training for new Board members and periodic refresher for veteran Board members on their roles and responsibilities.
11. Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
12. Assumes an active role in the annual self-assessment process.
13. Provides and/or secures training and technical assistance for all staff, with assistance from other program managers.
14. Assists in resolving community complaints about the program, seeking input from staff, parents, or the Board, at the direction of the Head Start Director.
15. Oversees hiring, supervision, and evaluation of all Head Start and Child Care staff. Participates in all management team meetings and required training sessions.
16. Assists the Head Start Director with completing and submitting regular reports to the funding sources, the Board of Directors, and the Policy Council.
17. Adheres to all program policies and Code of Conduct.
18. At the direction of the Head Start Director represents the program at assigned state and local meeting.
19. Performs other duties as assigned, or as necessary to fulfill the position.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS:
1. The Head Start Assistant Director must have a Bachelor’s Degree in Early Childhood Education, Child Development, social welfare, public administration, Human Resources, day care administration, or one of the social sciences and a minimum of three years early childhood management experience.
2. Must have leadership ability and good interpersonal and communication skills and enjoy working in a collaborative environment.
3. The ability to work effectively with minimum daily guidance and to present a positive image of the organization to members of the community is required.
4. Must have knowledge of community resources, and successful experience working in a team setting.
5. Must have regular access to a reliable vehicle as well as the ability to work a flexible schedule including some evenings and/or weekends.
6. Must be proficient in use of computers, have a working knowledge of Microsoft Office Suite and able to work with on-line databases/tracking systems.
7. Must have the ability to respect and hold confidential information.
8. Proven experience in a position requiring accuracy, attention to details and thoroughness is important.
9. An understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision-making is strongly desired.
10. Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems is preferred.
11. Must not have an active record on the System for Award Management (SAM) website.
Responsibility for Safety and Health:
1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Special Initiative / Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending</td>
<td>O</td>
<td>Sitting F N (Not applicable)</td>
</tr>
<tr>
<td>Carrying</td>
<td>O</td>
<td>Standing O (Occasionally) on/off up to 3 hrs. per day</td>
</tr>
<tr>
<td>Driving</td>
<td>O</td>
<td>Talking F (Frequently) on/off up to 6 hrs. per day</td>
</tr>
<tr>
<td>Handling</td>
<td>O</td>
<td>Walking F C (Constantly) all the time, over 6 hrs. per day</td>
</tr>
<tr>
<td>Hearing</td>
<td>F</td>
<td>Lift/Carry</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>O</td>
<td>40 lbs. or less O</td>
</tr>
<tr>
<td>Kneeling</td>
<td>O</td>
<td>Push/Pull</td>
</tr>
<tr>
<td>Reaching</td>
<td>O</td>
<td>20 lbs. or less O</td>
</tr>
</tbody>
</table>

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Head Start Assistant Director and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.
I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Head Start Assistant and understand the responsibilities that are required.

Employee (print) name______________________________________________

Employee Signature_____________________________________________ Date___________________

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

_____________________________________________ Date______________

Supervisor’s Signature