

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Program Director

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Supervisor: Executive Director

Classification: Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Assists in directing program services related to the implementation of Head Start and Early Head Start programs according to agency philosophy, goals and values, Federal, State and local laws, and Head Start Performance Standards.

### **Essential Duties and Responsibilities**

- Provide oversight of program content services for Shasta Head Start and Early Head Start, including health and nutrition services, child development, family services, and mental health and disabilities
- Provide direct supervision of program managers or specialists as assigned
- Ensure that each program area has developed appropriate goals, monitoring systems and an integrated work plan
- Work as a member of the Executive Team, under the supervision of the Executive Director, to ensure that Shasta Head Start's mission is carried out
- Assist in planning of community assessment, program self-assessment, program and budget planning and writing of grant applications
- Responsible for oversight of the progress of agency in meeting goals, particularly regarding training and program content areas
- Represent Head Start by participating in community collaborations and community bodies
- Attend meetings including administrative team meetings, management team meetings, multi-disciplinary team meetings and others as needed

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements
- Be honest, reliable and dependable
- Respect and maintain rights and privacy of all staff, parents, and children
- Attend mandated trainings and meetings and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret complex documents; ability to respond effectively to sensitive inquiries or complaints; ability to write grants, letters, plans, and articles using original or innovative techniques or styles; ability to make effective and persuasive speeches and presentations on controversial topics
- Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions; ability to make concise and accurate reports and solve problems
- Knowledge of Principles of Management and Administration, Human Development, Family Dynamics, Human Behavior, and Child/Adult Learning
- Knowledge of developmentally appropriate pre-school education practices

- Knowledge of budget preparation, control methods and administrative analysis

**Education**

*Minimum*

Bachelor's Degree from a four-year college or university in Early Childhood Education, Social Services, Human Development, or related field

*Desired*

Master's Degree in Early Childhood Education, Social Services, Human Development, or related field

**Training and Experience**

*Minimum*

Four (4) years of progressive responsibility in the administration of a Head Start program, Child Development program or Human Services agency

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

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Supervisor Title