

Director of Early Head Start

Job Code: 90-7001	EEO Job Classification: First/Mid-Level Officials & Managers
Department: NECC Admin	ADP Job Class: Director
Reports to: Chief Operating Officer	ADP Job Function: Executives & Directors
Direct Reports: Yes	FLSA Status: Exempt
Head Start Funded: Yes	ADA Status: Negotiable
Board/Subcommittee Approval Required: Yes	Pay Grade: 14
Policy Committee Approval Required: Yes	Last Updated: 1/14/2022

Job Summary

The Director of Early Head Start (EHS) is responsible for providing the day-to-day management, oversight, and direction of NECC's Early Head Start - Child Care Partnership program. This includes program design and grants management, oversight of record-keeping and staff development, and development of community partnerships. The Director provides vision and leadership for the program with a commitment to early childhood best practices and innovations while ensuring compliance with all federal, state, and local grant requirements, rules, regulations, and program standards.

Duties and Responsibilities

- Program Design and Grants Management
 - Develop and oversee the structure, systems, and procedures to facilitate programmatic success.
 - Manage grants reporting, budget development, and program expenditures.
 - Make recommendations and report on budget changes as necessary driven by information derived from self-assessment, community assessment, and strategic planning.
 - Provide strategic, operational, and programmatic direction ensuring compliance with all governing regulation, guidelines, licensing standards, program compliance objectives and performance standards.
 - Conduct periodic reviews of services and ensure compliance with the standards of local, state, and federal regulations.
 - Manage all contracts, reviewing and revising as necessary to ensure compliance.
- Oversight of Record-Keeping and Monitoring Systems, Evaluation, and Staff Development
 - Implement data management and monitoring processes for required reporting and to measure program effectiveness and goal achievements.
 - Review, develop, and implement initiatives and programs for staff development and enrichment to provide high-quality, comprehensive services within the scope of their job responsibilities.
 - Lead coordination with Policy Council, Governing Board, and community stakeholders in conducting self-assessment, community assessment, strategic planning, and change implementation.
 - Establish departmental goals and objectives that align with the overall mission and vision for NECC.
- Development of Community Partnerships
 - Responsible for cultivating and developing relationships and ensuring effective communication channels are open at all levels of program operations including the regional office, governing board, policy council, staff, parents, partners, and community.

- Identify opportunities to increase awareness of programs and offerings for NECC and its partners and capitalize on them to increase enrollment and participation.
- Seek out and apply for expansion opportunities, cultivating new partners, and managing contracts related to EHS work.
- Promote a consistent exchange of information in all directions.
- Support strategic initiatives developed by the Chief Executive Officer.
- Actively participate in community programs, committees, and initiatives to establish a strong community presence of partnership for NECC.
- Leadership and Management of Staff
 - Supervise and manage staff to ensure quality of work, timeliness of deliverables, and adherence to policies and procedures.
 - Utilize effective communication skills to coach, train, and empower staff.
 - Conduct performance reviews and set quarterly goals for staff following organizational policies and timelines.
 - Communicate upcoming changes to staff members in a positive and supportive manner.
 - Consult with Human Resources and follow organizational policies and guidelines regarding recruitment, compensation, employee relations, and discipline.
 - Manage timecards and for assigned staff.
- Perform other duties as needed.

Education and Experience

- Bachelor's degree in Education, Public Administration, Social Work, Human Services or related degree required, master's degree preferred; and
- Minimum six years' experience in Education, Public Administration, Social Work, Human Services, or related field required; and
- Minimum six years' experience in Head Start program management, with a strong preference in Early Head Start, required; and
- Prior experience in supervision of staff, fiscal management, and administration required; or
- An equivalent combination of education and experience sufficient to successfully perform the job duties and responsibilities.

Certifications and Licenses

- Valid Driver's License and Automobile Insurance are required.

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrated ability to lead, motivate, and develop high-performing and diverse teams who deliver on ambitious goals and adapt to change.
- Experience with budget development and the capacity to allocate resources strategically.
- Knowledge of Reflective Supervision practices.
- Knowledge of available local, state, and federal human services programs available.
- Knowledge of the core elements of reflective supervision and the ability to implement them.
- Knowledge of management strategy best practices.
- Knowledge of methods to handle suspected or known child abuse and neglect cases in compliance with applicable federal, state, local, and tribal laws.
- Ability to work with members of diverse populations.
- Ability to analyze and interpret program data.
- Ability to use Microsoft Office tools such as Word, Excel, and Outlook.

- Ability to work individually or as well as collaboratively in a team environment.

Work Environment

- Work is performed in a casual, open office environment geared towards collaboration. Business attire may be required for some meetings. All necessary office equipment is provided.

Travel

- Less than 5% travel is required.

Physical Requirements

The physical requirements for this job are characterized below showing how often each activity is performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

- 0% Climbing – Requires no use in the course of performing job duties, i.e. climbing shelves.
- 5% Driving – Requires rare use in the course of performing job duties.
- 90% Finger Dexterity – Requires constant use in the course of performing job duties, i.e. typing.
- 100% Hearing – Requires constant use in the course of performing job duties
- 1% Kneeling – Requires rare use in the course of performing job duties.
- 5% Lifting > 20 lbs. – Requires rare use in the course of performing job duties.
- 1% Pushing > 20 lbs. – Requires rare use in the course of performing job duties.
- 3% Reaching – Requires rare use in the course of performing job duties.
- 100% Seeing – Requires constant use in the course of performing job duties.
- 75% Sitting – Requires frequent use in the course of performing job duties.
- 25% Standing – Requires occasional use in the course of performing job duties.
- 1% Twisting – Requires rare use in the course of performing job duties.
- 5% Walking – Requires rare use in the course of performing job duties.

Disclaimer

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the job requirements. Rather, they are intended to describe the general nature of the job. Nebraska Early Childhood Collaborative reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Review/Approvals

I have read and understand this job description. After training, I would be able to perform all job duties and responsibilities with or without reasonable accommodation.

Printed Name – Employee

Signature – Employee

Date

Printed Name – Manager

Signature – Manager

Date