

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Executive Director

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Supervisor: Board of Directors

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**

Manages and directs the organization toward its objectives, based on Federal, State and local laws and regulations, and Head Start Performance Standards using prudent and recognized administrative and fiscal practices.

### **Essential Duties and Responsibilities**

- Assure shared decision-making process through Policy Council and Board of Directors.
- Oversee management personnel in recruitment, training, mentoring, retaining, budget and salary allocations, supervision and staff performance appraisals and providing direction and leadership for all program areas.
- Direct community partnerships and collaborations by leveraging resources, marketing program, developing relationship and community awareness, and promoting good public relations.
- Implement the Shasta Head Start program for quality, consistency, goal achievement and measurable outcomes.
- Ensure accountability and sufficiency of funding by establishing operating and administrative policies and procedures to assure compliance with all terms, conditions and obligations.
- Develop and maintain clear-cut lines of authority and assure an effective system of communication and information flow.
- Implement internal and external reporting systems and procedures for monitoring and quality control of total program.

### **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 complex 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*

Master's Degree (MA) from a four-year college or university 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 or four (4) years as the Director of a Head Start program, Child Development program or Human Services Agency; experience in budget development and fiscal management of a \$6 million or greater budget.

**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.

**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

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

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Supervisors Title