

**Head Start/Early Head Start Program Director
Greene Lamp Community Action Agency-An Equal Opportunity Employer
Kinston, NC 28501**

Salary Range: \$27.25 - \$47.69 per hour

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance

Job description:

Pre-Employment Requirements:

- Criminal Background
- Annual Physical
- TB Skin Test
- Proof of COVID-19 Vaccination

Job Duties:

1. Interprets all governmental statutes, regulations, transmittal notices, and memoranda pertaining to the Head Start/Early Head Start program; develops policies and operational procedures based on the guidance.
2. Prepares grant applications and explains the applications to staff, Policy Council members, Governing Board, parents, and the community.
3. Ensures, formulates, coordinates, and implements Head Start/Early Head Start program; provides the direction and leadership for all service areas.
4. Ensure the coordination and/or supports efforts so the program meets its in-kind and volunteer quotas.
5. Supports the designs, coordinates, and updates to the Community Assessment and develops goals and program options based on the resulting information.
6. Assures the Self-Assessment Plan process within the programs and assures training, goals, and plans from findings.
7. Ensures plans, procedures, and practices are consistent with the overall mission of the grantee agency's and federal, local, and state requirements.
8. Directs program operations in a manner consistent with the requirements of contractual agreements, laws, regulations, and funding documents.
9. Assists with the development and directions for program financial plans and budgets, as well as ensures the submission of annual budgets to Board, Grantee Agency, Policy Council, and funding sources for approval.

Organizing

1. Is responsible for the assurance of the development and implementation of a fiscal management system that will include monitoring budget expenditures and budget revisions, property procurement, and inventory control; works with the Executive Director and Fiscal Director to resolve audit exceptions and management recommendations.
2. Develops the necessary systems and procedures to assure implementation of program coordination; assists service areas in preparing and updating plans.

3. Ensures operating and administrative policies and procedures to ensure efficient program operations and compliance with all contractual terms, conditions, and obligations.
4. Presides and/or supports various meetings of staff personnel and special committees to obtain guidance, provides leadership and coordinates activities for the best interest of the agency and its' programs.
5. Assure the much appropriate persons are employed so to maintain best delegations of duties for proper oversight.
6. Develops, implements, and ensure clear-cut lines of authority and channels of communication so to maintain the success of the programs.

Communications

1. Serves as advocate for the Head Start/Early Head Start programs and agency; promotes good public relations by serving on boards and committees and by participating in community activities.
2. Serves as liaison for the agency's programs in both internal and external boards and other community resources.
3. Fosters shared decision-making with the Policy Council and agency Board of Directors.
4. Provides as needed written and oral documents and program reports to the Board of Directors, Policy Council, Regional Office, and other agencies.
5. Develops plans for utilization of community resources; works closely with public and private agencies that can provide supporting services to the agency and its programs.

Evaluation

1. Ensure the development and implementation of an ongoing evaluation system to ensure quality control of the Head Start and Early Head Start programs, including fiscal accountability and cost effectiveness.
2. Assist with the implementation of internal and external reporting systems and procedures for monitoring and controlling fiscal and programmatic activities.
3. Aid in the assurance and/or conducts, evaluates for program staff and their work; reviews and makes recommendations on professional development and personnel actions such as employment, retention, promotion, and terminations.
4. Develops, implement, and/or supports professional development activities for staff; as well as aid in the development of in-service, trainings, and technical assistance plans.
5. Works very closely with the Executive Director to ensure as needed grantee oversight.

QUALIFICATIONS:

Masters Degree in Administration, Early Childhood Education, or

Child Development, Human Services or related field

Experience in supervision and program implementation

Knowledge of the principles, practices, and objectives of Head Start and Early Head Start program

Knowledge of budget preparation

Knowledge of pertinent federal, state, local, and other necessary laws, rules, regulations, and guidelines

Ability to write grants, letters, and proposals

Ability to relate well to people from a variety of racial, ethnic, cultural, and socio-economic backgrounds

Ability to solve problems

Ability to communicate effectively both orally and in writing

Ability to gather and analyze data and make concise reports and recommendations

Ability to develop and maintain effective interpersonal relationships