

Southwestern Wisconsin Community Action Program, Inc.
Job Description

Job Title: Head Start Program Director

Status: Exempt, regular full-time	Job Grade: 8
Location: Dodgeville Chapel Street	Department: Head Start
Supervisor: Deputy Director	
Prepared By: David Vobora, Deputy Director	Date Prepared: 08/27/2020
Approved by Personnel:	

Summary:

The Head Start Program Director manages overall Head Start program operations and is responsible for achieving program objectives. The Head Start Program Director achieves objectives by working through a management staff. The Program Director facilitates the development and execution of program strategies and plans, including securing appropriate funding, setting and managing budgets, supporting staff, providing for facilities, setting and managing program performance measures and assuring contractual and regulatory compliance. The Program Director serves as the “face” of the program to external stakeholder groups.

Main Duties:

The below list is intended as key examples of major duties. The list is not to be taken as exhaustive or defining all possible duties.

1. Maintains current knowledge of requirements and expectations for:
 - a. Head Start/Early Head Start
 - b. Wisconsin Child Care licensing
 - c. Other contractual or regulatory requirements as may apply
2. Maintains current knowledge of issues, developments and best practices related to early childhood development.
3. Works through staff to plan, develop, implement and carry-out services.
4. Analyzes reports of program performance and takes appropriate action to assure that program performance expectations are met.
5. Analyzes reports of financial performance and affects revenues and/or expenses to assure that program services are adequately funded.
6. Oversees the acquisition of goods and services according to regulation.
7. Works through staff to plan, develop, implement and carry-out methods of outreach and engagement to families with eligible children within the service territory. Assures that targeted program enrollments are met.
8. Collaborates with schools and other organizations within the service territory to promote early childhood development consistent with Head Start/Early Head Start expectations.

9. Collaborates with the Board of Directors, senior Agency management staff, Policy Advisory groups, governance authorities, funding sources, program staff and community interest groups to make strategic and tactical plans for the future of the program.
10. Assures completion of required community assessments.
11. Prepares and submits funding applications.
12. Assures continuing professional development for program staff.
13. Acts as the program liaison to the SWCAP Board of Directors, and to the Head Start Policy Council. Provides regular status reports.
14. Oversees staff performance management and assures that capable staff is in place to successfully carry-out program policies and procedures, and successfully achieve program goals.
15. Coordinates program monitoring and audits, and assures remediation of any issues with reporting of corrective actions.
16. Serves as the grievance or complaint officer for the program.
17. Oversees the process for obtaining staff and, if needed, dismissing staff according to legal and Agency requirements.
18. Assures that regularly required reports are completed and submitted on-time, accurately and completely.
19. Works closely with the program's financial coordinator to monitor revenues and expenses, and assure that the program's budgets are met.

Experience:

1. Previous experience in a management role in Head Start/Early Head Start.
2. Verifiable previous experience supervising staff in supervisory or management roles.
3. Verifiable previous experience managing revenue and expense budgets
4. Verifiable previous experience in a program administration role, preferably in Head Start and/or Early Head Start.

Education:

Minimum of bachelor's degree in a field appropriate to early childhood development, such as early childhood education, child psychology or family services

License & Certification:

Valid Wisconsin Driver's License