

Southwestern Wisconsin Community Action Program, Inc.

Job Description

<i>Job Title</i> Head Start Program Director	<i>Program or Department</i> Head Start
<i>Fair Labor Standards Act Exemption Designation</i> Exempt	<i>SWCAP Job Grade</i> 8
<i>Full-Time/Part-Time/Expected Hours per Week</i> Full-Time/40 hours per week	<i>Supervisor's Title</i> Senior Director of Program Operations
<i>Date Prepared</i> 2023-11	<i>Date Approved by Personnel Committee</i> 2023-11-09
<i>Primary Work Location</i> Dodgeville Chapel St	<i>Pre-Employment Background Checks Required</i> <ul style="list-style-type: none"> • State Criminal Background • Federal Bureau of Investigation Criminal Background with Fingerprint Check • Sex Offender Registry Check • State Child Abuse & Neglect Registry Check
<i>Remote Work</i> Occasional	<i>Social Media Responsibility</i> Facebook

Summary Description:

The Southwestern Wisconsin Community Action Program (SWCAP) operates federally sponsored Head Start and Early Head Start programs. The Program Director has overall responsibility for managing these programs to benefit children and families in southwestern Wisconsin with high-quality services that achieve measurable results. The Head Start program uses a two-generation approach as outlined by the federal Office of Head Start, a division of the Administration for Children & Families, within the federal department of Health and Human Services, and operates in alignment with the anti-poverty mission of the Southwestern Wisconsin Community Action Program.

The Program Director is responsible for:

- Day-to-day program management.
- Supervising a staff of mid-level program supervisors and coordinators.
- Assuring that the program complies with federal, state, and local regulations.
- Assuring that the program is equipped with the resources needed to achieve its mission.
- Recruiting income eligible families.

- Enhancing the cognitive, social, and emotional development of young children to promote their school readiness.

Examples of duties:

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

1. Oversee day-to-day program service delivery.
2. Assure the program-level administrative support services that facilitate program service delivery.
3. Develop, enhance, and maintain a comprehensive program of service delivery for enrolled children and their families that uses recognized best practices, follows federal Head Start rules, regulations, and guidelines, and follows Wisconsin childcare best practices, rules, and regulations.
4. Engage program staff to promote the profession of early childhood development, increasing the skills and capabilities of SWCAP Head Start staff, and affording SWCAP Head Start staff rewarding and fulfilling career opportunities.
5. Act as an example of the Head Start philosophy. Act as an example of the SWCAP organizational values.
6. Plan, develop, implement, maintain, and enhance Head Start services to offer exemplary services that meet or exceed Head Start performance standards.
7. Plan, develop, implement, and maintain systems and procedures that assure alignment and compliance with:
 - a. Head Start Program Performance Standards.
 - b. The Head Start Early Learning Outcomes Framework.
 - c. The Head Start Parent, Family, and Community Engagement Framework.
 - d. Applicable federal, state, and local rules and regulations.
8. Form and maintain relationships and collaborations with public school districts in the area, with area childcare providers, with various community agencies that provide supportive services for families with young children, and with other community partners as may be identified.
9. Facilitate development of five-year, long-term goals and corresponding short-term goals according to federal Head Start requirements and guidelines.
10. Plan and facilitate the annual Head Start Program Self-Assessment.
11. Plan and facilitate regular meetings of Head Start program management staff.
12. Provide for the professional development of Head Start program staff.
13. Research, plan, gain approval for and implement Head Start service and process improvements.
14. Work with program managers and coordinators to develop and maintain an annual program calendar and program staffing schedules.
15. Work with the Head Start Fiscal Coordinator and with SWCAP accounting staff to plan, develop, implement, and monitor program budgets and program-level financial management procedures.
16. Lead the development and submission of funding applications.
17. Work with community agencies, regional offices, units of government, school districts and other stakeholder groups to advocate for the needs of children and families of low-income.
18. Lead the development and publication of an annual report with distribution to:
 - a. The local Head Start Policy Council.

- b. The SWCAP Board of Directors.
 - c. Peer programs within SWCAP.
 - d. Area school districts.
 - e. Units of government.
 - f. And other area stakeholder groups.
19. Lead efforts in program staff recruitment, staff retention and staff development that includes:
- a. The practice of diversity, equity, and inclusion.
 - b. Belonging in the workplace.
 - c. Pursuing early childhood development as a valued, rewarding, professional career.
 - d. Sensitivity to various cultural and family backgrounds.
 - e. Balancing commitment to professional excellence with personal wellbeing.
20. Serve as the program's principal liaison and coordinator:
- a. During program monitoring or audit.
 - b. To the local Head Start Policy Council.
 - c. To the SWCAP Board of Directors.
 - d. To the federal Head Start Region V regulatory authority.

Previous Experience Required:

1. Minimum of three years of prior work experience in a leadership role in preschool education.
2. Minimum of three years of prior work experience in a management role that included:
 - a. Supervising professional staff.
 - b. Preparing government grant applications.
 - c. Managing budgets.
 - d. Serving client groups that included children and families of low-income.
 - e. Working in genuine collaboration with peer agencies.
 - f. Training adult learners of various backgrounds.

Knowledge and Skills Required:

1. Knowledge of:
 - a. Head Start rules, regulations, and performance standards.
 - b. Wisconsin childcare rules and regulations.
 - c. The Head Start Early Learning Outcomes Framework.
 - d. The Head Start Parent, Family, and Community Engagement Framework.
 - e. Best practices in Early Childhood Development for working with dual-language learners.
 - f. Best practices for working with children with special needs.
 - g. Developmentally Appropriate Practices.
2. Ability to read, interpret and appropriately apply complex policies, rules, and procedures.
3. Ability to:
 - a. Achieve results in dynamic situations.
 - b. Develop appropriate plans and execute them.
 - c. Evaluate service effectiveness and act to improve effectiveness.
 - d. Achieve measurable outcomes.

4. Keen analytic skills.
5. Strong interpersonal communication skills.
6. Intermediate-level proficiency with the Microsoft Office suite of software, including Microsoft Excel and Microsoft Teams.

Educational Requirements:

Minimum of a Bachelor's Degree in Education, Early Childhood Education, Social Services, Nonprofit Management, or a closely related field.

Required Licenses or Certifications:

- Ability to satisfy Wisconsin Childcare Licensing requirements.
- Valid Driver's License with use of an insured vehicle.

Other Requirements:

1. Childcare Provider (CFS-0054) physical exam, or comparable physical exam.
2. Tuberculosis Test within 30 days of hire or completed within 12 months prior to hire.
3. Any offer contingent upon approval of:
 - a. Local Head Start Policy Council.
 - b. SWCAP Board of Directors.
 - c. Federal Head Start Region V.

I acknowledge receipt of this job description. I attest that I will strive to fulfill the job duties described, meeting or exceeding the performance standards set by my supervisor.

Employee Name (Print)

Date

Employee Signature