



Interim Head Start Director

Job Description

The Organization

At CNE we envision a North Suburban community in which all children benefit from healthy, financially stable households that support their early learning and growth. We invest in the potential of children and families through early childhood education, family supports, and a coordinated system of care. We do this by building strong nonprofit partnerships, coordinating public and private funding streams, and helping families navigate critical social services. Annually, we facilitate a strong educational foundation for children birth to five, support families with comprehensive services, connect families with resources through referral, and nurture partnerships to create a strong and coordinated system of early childhood interventions and support.

Ultimately, CNE builds a community where all families can help their children have access early education and high quality care in order to succeed in school and life.

Position Summary

Contract Position through June 30, 2017. Opportunity for re-newel depending on contracts and awards for FY2018.

Interim Head Start Director is responsible for assuring that all the Head Start program mandates and standards for excellence are met on a daily basis. This position is responsible for the overall structure, systems and procedures to facilitate program excellence in addition to operating responsibility for fiscal, legal, and programmatic aspects of the program. The Head Start Director will provide the program with leadership and ensure management functions are properly implemented.

Essential Responsibilities

The Interim Head Start Director assures compliance with all funding source mandates.

- Oversee the day-to-day operations of the Head Start programs in their entirety
- Review and analyze monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear
- Oversee and monitor agreements for the purchasing of goods and services assuring that bids are solicited in accordance with state and federal regulations
- Assure that the program serves the number of eligible children for which it is funded
- Read management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs
- Design and monitor an internal audit program to ensure compliance of the Head Start Monitoring Protocol
- Conduct a complete Community Assessment every three years and an update during the intervening years
- Lead the annual program self-assessment
- With input from program participants and the staff, develop a funding application every year
- Provide a written report to the Board of Directors of the fiscal and programmatic status of the program and of the administrative activities since the last meeting, monitoring results, and strategies to resolve problems
- Provide training for new Board members and periodic refreshers for veteran Board members on their roles and responsibilities
- Monitor the implementation of the responsibilities of employees through monthly supervisory meetings, team meetings, and review of files and documentation
- Maintain a close working relationship with the Senior Director of Finance & Business Operations, who provides the Executive Director with information for budget writing and the status of the budget to facilitate effective oversight of expenditures
- Attend meetings of the Parent Committee and Policy Council as needed

- Manage staffing, complying with applicable laws, regulations, Agency Personnel Policies and Procedures, assuring parent input into the hiring and/or firing of staff
- Complete and submit regular reports to the funding sources, the Board of Directors, and the Policy Committee
- In conjunction with the Senior Director of Finance & Business Operations and Executive Director, monitor the program's administrative cost, assuring it does not exceed the allowed amount
- Responsible for all EHS programs meeting annual nonfederal share requirements
- Understand, interpret and implement federal, state and agency rules and regulations to ensure adequate systems are in place to maintain high quality EHS services to children and families in compliance with Head Start Performance Standards
- Attend meetings, trainings, and seminars as needed to continue professional development
- Model the Standard of Conduct Policy when interacting with parents, community members and colleagues
- Ensure safety is a priority in performing all job responsibilities
- Evening and weekend work required
- Direct, implement and evaluate programmatic plans and procedures adhering to EHS/HS federal requirements.
- Ensures that operations meet agency, federal, state and local requirements, including licensing, EHS/HS, accreditation, contractual, and other standards.
- Direct, and oversee the development, implementation and evaluation of all EHS/HS program elements
- Oversee and manage EHS/HS managers and associated responsibilities
- Manage regular meetings with all EHS/HS staff and associated providers
- Complete and oversee all reporting to the Office of Head Start.
- Oversee and ensure timely and accurate program and site reviews specific reports on program quality and service delivery.
- Manage and coordinate all T/TA with Office of Head Start
- Ensures timely and accurate reports for Board of Directors, Policy Council, Senior Management, and Parent Meetings as required. Including monthly reports for Board of Directors and Policy Council.
- Assures remediation of any non-compliance issues identified, and incorporates recommendations into planning for the improvement of the program.
- Build and maintains relationships with other community organizations and partners to advance support for these component areas.
- Facilitates continuing professional development including securing training and technical assistance for program services staff.
- Directs and ensures development of annual professional training plan incorporating topics specific to each program service for both staff and monthly parent meetings.
- Oversees and manages processes regarding inventory of educational supplies and maintenance of equipment for family child care sites and home based program.
- Directs Self-Assessment processes focused designated program service areas.
- Coordinates and participates in Health Services Advisory Council meetings.
- Trains staff and builds ongoing support for the implementation of child assessment process.
- Participate in cross disciplinary staffing, Early Intervention and Local Education Agency staffing, and EHS/HS meetings, as required.
- Maintain confidentiality of family records and information.
- Perform other duties assigned and reasonably within the scope of duties outlined above.

Qualifications & Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Early Childhood Education or equivalent field from an accredited institution. Master's degree preferred. With at least five (5) years senior level management and administrative experience.
- A minimum of 3 years' experience in a supervisory or management role in a Head Start or Early Head Start program
- A minimum of 5 years early childhood education program experience required.
- Post-graduate credentials or training preferred: CLASS, Teaching Strategies GOLD, Creative Curriculum, Type 04, Infant-Toddler Credential, and Illinois Directors Credential.

- Working knowledge of the State of Illinois Early Learning system, including CCAP, Pre-K, and Early Intervention system.
- Manage multiple projects and follow-through on tasks.
- Proficiency in preparing accurate reports, analyzing data and interpreting information.
- Ability to work in a multi-cultural, interdisciplinary environment and with diverse community-based agencies.
- Ability to communicate well orally and in writing.
- Proficient with computer applications – i.e. thorough understanding of Microsoft Outlook, word processing (Microsoft Word), spreadsheets (Microsoft Excel), databases, e-mail systems (Microsoft Office required), Power Point and the ability to learn and master other computer technology /software programs as needed.
- Ability to appropriately manage confidential information.
- Ability to lead and manage a team.
- Ability to exercise independent judgment and make sound decisions.
- Ability to understand, support, and comply with organizational policies.
- Willingness and ability to be flexible with hours in order to carry out the responsibilities of the position.
- Valid Illinois license and auto insurance required.

Reports to: **Executive Director**

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The successful applicant will:

- Work well as part of a multicultural team, and with diverse constituencies.
- Work well under pressure.
- Self-motivate and effectively multi-task.
- Effectively problem solve.
- Demonstrate good judgment.

Please send cover letter, resume, and a writing sample to ahyman@nonprofithr.com with the subject line “CNE Interim Head Start Director”. No phone calls please.

CNE is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, sexual orientation, political affiliation, gender identity or expression, disability or protected Veteran status.