



Tap In Leadership Academy
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TAP IN LEADERSHIP ACADEMY

TAP IN PREP ACADEMY (HEAD START) DIRECTOR

Job Description

General Overview:

The Tap In Prep Academy (TIPA) Director is responsible for assuring all the Head Start program mandates and standards for excellence are met on a daily basis. This position develops the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the TIPA Director, some responsibilities may be delegated to other staff.

Duties and Responsibilities:

- Monitor overall program progress to ensure staff and scholars are constantly working to improve program standards and adhere to the Tap In Way while in compliance with state, local, and federal regulations.
- Review and analyze monthly financial and statistical reports alongside the CEO and Comptroller to assess the budget status and to initiate preventative measures if any problems appear to be predicated.
- Oversee and monitor agreements for the purchasing of goods and services, and assure that bids are solicited in accordance with state and federal regulations.
- In conjunction with the Family Services Coordinator, 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.
- Work with other organizations in the community to foster collaboration as defined by federal Head Start.
- In conjunction with the CEO, Board of Directors, Team Members, and Policy Committee, contribute during planning meetings in which long and short-term goals for improvement are established.
- Conduct a complete Community Assessment every three years and an update during the intervening years.
- Alongside the CEO, develop a funding application every year.



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- In conjunction with the CEO, seek additional outside funding for the program; meet the non-federal share requirement.
- Facilitate the continuing professional development of all Team Members as part of the commitment to excellence.
- Maintain effective, appropriate communication with the CEO, Administrative Team, and the Board of Directors, including:
 - Attending all regular and special meetings, and committee meetings
 - Providing a written report to the board 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
- Monitor the implementation of the responsibilities of Team Members through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
- Assume an active role in the annual program self-assessment.
- Assure remediation of any non-compliances found in assessments, and incorporate recommendations into future planning.
- Hear and resolve community concerns about TIPA, seeking input from Team Members, parents, or the Board, as needed.
- Hire, and if necessary, terminate Team Members, complying with applicable laws, regulations, personnel policies and procedures alongside the Human Resources Coordinator.
- Complete and submit regular reports to the CEO, funding sources, and the Board of Directors.
- Monitor the program's administrative cost, assuring it does not exceed the allowed amount.
- Monitor the program's non-federal share to assure that the amount required is met.
- Meet with the CEO, Administrative Team, the Board, and parents to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.
- Maintains open lines of communications with the grantee personnel.
- In consultation with the Education Coordinator, assure that classrooms and playgrounds are well-equipped.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent in Early Childhood Education, Child Development, social welfare, public administration, human resources, day care administration, or one of the social sciences, and a minimum of three years pre-school management experience.
- Must have an understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision-making.



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- Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems.
- Demonstrated leadership and vision in managing staff groups, major projects or initiatives.
- Must possess excellent communication and interpersonal skills with the ability to maintain professional, working relationships with parents, community members, and Team Members.
- Must be highly organized and detailed orientated with strong time management skills.
- Must have a valid Illinois driver's license, auto insurance, and regular use of car.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Forward thinker, who actively seeks opportunities and proposes solutions
- Expert level written and verbal communication skills in Spanish and English.
- Excellent computer and technology skills and proficient in Microsoft Suite.
- Background/Fingerprint and Health Clearance.

Hours:

The TIPA Director position is full-time, and typical hours are 9am to 5pm, Monday through Friday. Must be willing to work some evenings and weekends as necessary.

Compensation:

Salaried; commensurate with experience.

To Apply:

Please visit tapinacademy.org/employment to apply.