



## Job Opening

### Head Start Director:

Macon Program for Progress is a community action agency in far western NC. This agency is the grantee for Head Start and Early Head Start programs, as well as many other community action programs, in Macon County.

This motivated organization is seeking a Head Start Director that plans, coordinates, develops, supervises, and implements the Head Start, North Carolina Pre-K, extended day care, and the Parents as Teachers programs in accordance with policies, procedures, and the philosophy of the Macon Program for Progress Board of Directors, Head Start Policy Council, and all applicable local, state and federal regulations.

### Essential Duties:

- Provide leadership in planning, designing, implementing, and evaluating programs including fiscal oversight, budget preparation, and analysis. Ensures organizational, programmatic, and personnel aspects for multiple sites. Ensures continuous improvement of program systems so that required and desired outcomes are achieved.
- Reviews monthly financial reports/budget status. Manages spending through programmatic activities and purchasing decisions to ensure program funds are used efficiently and effectively.
- Oversees and monitors procurement and purchasing of goods and services, assures that bids are solicited in accordance with program, state and federal regulations.
- Works with organizations within the community to foster collaboration.
- Serves on local, regional and national committees that represent children and families.
- Ensures the Community Assessment is completed every five years and is updated during the intervening years.
- Develops funding applications for all programs annually.
- Facilitates regular meetings of the Policy Council to ensure it is active and engaged in program governance and community advocacy, and to ensure that the Board of Directors is also provided with necessary information so they can adequately share in their oversight and duties.
- Serves as an advocate for low-income and disadvantaged, particularly as it is related to needs of children and families.
- Identifies and secures supplemental funding and develops proposals and related programs that will enhance programs offered by Macon Program for Progress
- Actively participates as member of the Macon Program for Progress Leadership Team.
- In conjunction with the Integrated Services Team, Policy Council and Board of Directors, leads planning meetings in which long and short-term goals are established.
- Ensures the program meets the non-federal share requirements and informs Policy Council and Board members of the need for a waiver for the non-federal share requirement as needed.
- Facilitates the continuing professional development of all staff as part of the commitment to excellence through continual education, training and technical assistance.
- Assumes an active role in the annual program self-assessment.



- Ensures that any non-compliance found in the programs during reviews are corrected and maintained.
- Maintains a close working relationship with the Fiscal Officer who provides the Director with information for budget writing and status of the budget to facilitate effective oversight of expenditures.
- Hears and resolves community concerns about the program, seeking input from staff, parents, Policy Council and Board of Directors.
- Carries out the procedures for staff grievances.
- Monitors the program's administrative cost, ensuring it does not exceed the federal government's allowed amount.
- In consultation with the agency's Maintenance Department and the Education Supervisory team, ensures that classrooms and playgrounds are well-equipped and maintained safely.
- Responds to staff and children emergencies; classroom, agency, playground, bus.
- Ensures child/staff ratios are maintained and cooperates with other staff to maintain the smooth functioning of the centers, which at times may require changes to meet the needs of the children for both planned and emergency absences.
- Provides safe bus transportation for Head Start children, assuring each child is picked up and delivered on schedule by following the MPP Transportation Policy.
- Ensures each child is delivered to the care of a responsible adult upon leaving the bus.
- Manages two subordinate supervisors including the Education Manager and Family and Community Partnerships Manager. As well as the Program Monitor Specialist, PAT Coordinator, Program Support Specialist and Data Entry Specialist.

**Education and Experience Requirements:**

- Proficient oral and written communication skills.
- At minimum, a baccalaureate degree and experience in supervision of staff, fiscal management and administration.
- Proficient in Budget Management.
- Valid Driver's License.
- CPR and First Aid Certification at time of hire or achieve certification within the first 6 weeks of hire date (training provided.)
- Strong leadership and mentoring skills.
- Ability to work independently and in a team environments.
- Ability to prioritize and manage work load and deadlines.
- Adapt to changes in philosophy, research, and innovations as appropriate.
- Must be willing and available to work flexible hours, travel to out of town meetings and trainings.
- Ability to work in a multi-cultural, interdisciplinary environment and with diverse community-based agencies.
- Excellent organization, multi-tasking skills are required.
- Must be able to handle high stress and sensitive situations.
- Ability to exercise tact and discretion.
- Ability to meet tight deadlines.
- Ability to act quickly in emergency situations.
- Working knowledge of Microsoft Office products.

An EEO/AA Employer.