



Main Office
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JOB DESCRIPTION

Title: HS/EHS Director
Status: Exempt
Terms: Permanent Full Time
Department / Location: HS/EHS Administration / Lumberton, NC
Reports To: Executive Director

Job Summary: Responsible for the management of all Head Start activities, for directing the total operation of the program, for all phases of program development and for keeping the Executive Director and the Policy Council informed of program problems and developments. Will assure that the program operations are consistent with local, state, regional and national guidelines, and regulations

Professional Responsibilities: **ADMINISTRATION** Coordinates the various elements of the program to assure an efficient operation. Defines program goals and departmental objectives. Organizes components to meet production schedules.

COOPERATION Develops close working relationships with local agencies and institutions. Mobilizes community resources and seeks assistance from community groups. Promotes recruitment of volunteers of program.

DELEGATION Establishes and maintains a viable Policy Council to ensure parent participation and responsibility in the planning and decisionmaking process. Provides training for

members of Policy Council. Encourages parent involvement.

REGULATION Maintains up-to-date file of program information. Periodically reviews instructions to ensure compliance with rules and regulations. Makes sure that license for Head Start Centers are renewed each year.

PLANNING Conducts research and assesses community needs. Analyzes data and establishes priorities. Helps select program options. Develops Head Start work program and prepares budgets. Supervises preparation of funding proposals.

SUPERVISION Provides leadership and support for staff. Recruits staff and assigns responsibilities. Keeps staff properly informed and promotes climate conducive to good performance. Periodically appraises staff performance. Approves time sheets and travel claims.

TRAINING Plans and conducts pre-service and in-service training for staff. Provides opportunities for professional advancement through attendance at training workshops at the State and Regional levels.

COST CONTROL Reviews budget and establishes limits for expense items. Analyzes financial reports and institutes necessary budget controls. Approves requisitions and invoices for equipment and materials. Takes steps to insure adequate level of local contributing.

MONITORING Assesses program effectiveness through on-site visitations and personal observations. Interviews staff and clients. Reviews financial and statistical reports with staff. Establishes and maintains a system for selfevaluation.

REPORTING Coordinates reporting process. Maintains production records, oversees preparation of monthly narrative and statistical reports. Presents reports to governing bodies periodically.

Basic Responsibilities:

ATTENDANCE Follows established work schedule. Gives advance notice of absence or tardiness. Keeps appointments in a punctual manner. Maintains regular pattern of attendance. Reports to work on time. Shows dependability through round-the-clock performance.

COMMUNICATION Articulates easily and distinctly. Demonstrates facility in use of language. Expresses thoughts clearly and effectively. Indicates an ability to understand oral instructions. Shows good reading comprehension. Writes concisely and legibly.

DILIGENCE Demonstrates patience in carrying out work assignments. Exhibits talent for perseverance and thoroughness. Keeps workplace clean and orderly. Secures agency property against damage or theft. Takes good care of tools and equipment.

ENTERPRISE Approaches assignments with energy and enthusiasm. Exhibits drive and initiative. Indicates readiness to undertake new projects. Reveals an aptitude for creating and inventing. Shows ability to anticipate needs and plan ahead.

INGENUITY Displays capacity for independent thinking. Exhibits ability to handle varied assignments. Helps develop innovative methods and procedures. Reveals ingenuity and self-reliance in solving complex problems. Shows resilience in ability to bounce back.

KNOWLEDGE Demonstrates familiarity with agency programs. Exhibits basic understanding of policies and procedures. Has broad experience in area of specialization. Record indicates adequate level of vocational training. Shows necessary arithmetic skills.

PRODUCTIVITY Deals with tasks in order of priority. Finishes assignments on schedule. Keeps records up-to-date. Meets reporting deadlines. Responds promptly to requests for information. Shows ability to meet production goals consistently.

QUALITY OF WORK Assures compliance with specifications. Helps prevent waste of energy and materials. Maintains high level of accuracy. Pays attention to detail. Shows ability to perform work of a detailed nature. Turns out a finished product.

RELIABILITY Demonstrates loyalty to agency and its goals. Exhibits high level of responsibility. Maintains good relations with associates. Offers assistance in case of need. Shows a willingness to work with others in achieving common goals.

TACTFULNESS Displays tact and diplomacy in everyday conduct. Exhibits good taste and a sense of propriety. Handles problems with finesse. Treats others with courtesy and respect. Shows concern for comfort and safety of others.

General Qualifications Requirements:

Requires energetic person with planning and organizing capability. Demands a considerable amount of endurance and perseverance. Also calls for ingenuity and initiative. Must be able to communicate effectively with clients, as well as the staff and the public--plus the ability to establish avenues of communication with other agencies and institutions. Should be able to carry out research projects, to analyze data and prepare written reports. Some experience in budgeting and cost control considered essential. Must be sensitive to the needs of preschool children and low-income families and committed to the goals and purposes of the Head Start Program.

Physical Requirements:

Must possess the ability to comprehend, process, interpret and carry-out (follow) instructions spoken in the English language and written in a variety of documents and references relevant to the job. Sufficient verbal skills, speech and hearing as required for effective interpersonal communication with clients and staff is a must. Must have the ability to lift, manipulate, and move objects weighing no more than 30 pounds from one place to another. Vision must be sufficiently correctable to permit full performance of all job duties. Must have ability to drive or provide transportation for required travel in service area.

Education Requirements:

B.S. or B.A. with graduate study in Early Childhood, Business Administration, Public Administration, or a related field. Administration experience with a strong emphasis in fiscal management.

Equal Opportunity Employer