



Job Description

Job Title: Head Start Assistant Director

(Grade 9)

Department: Head Start

Supervisor's Title: Head Start Director

1. General Purpose of the Job: Responsible for providing direct supervision of all Head Start Center Managers assuring quality and efficient operation of each Head Start center.
2. Minimum Level of Education/Experience Required: Requires a BS/BA degree in Early Childhood Education or a related field, and previous management experience (early childhood education management preferred).
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Promote a positive early childhood learning experience for all children, families, and employees by maximizing program quality.
 - B. Require and assist staff to provide gentle, compassionate learning environments through direct involvement, communication, and modeling with children families, and staff.
 - C. Monitor the implementation of Head Start and Early Head Start program performance standards, and State licensing standards, to ensure that all standards, regulations, and procedures are being met on a continual basis.
 - D. Conduct regular meetings and on-site visits to evaluate and assess compliance with standards and regulations to ensure a high-quality early childhood learning environment is maintained at all times.
 - E. Provide direct supervision and guidance to all Head Start Center Managers to promote and ensure high quality services for children and families.
 - F. Ensure classroom staff vacancies are promptly filled and oversee on-site orientation process for content and timeliness for all new employees.
 - G. Review and make recommendations to the Head Start Director regarding staffing patterns and program development for Head Start/Early Head Start programs.
 - H. Monitor any ongoing quality related issues in centers and report to Director.
 - I. Provide timely direction to Center Managers and supervisors in responding to staff performance issues.
 - J. Develop grant reports/application materials as requested by the Head Start Director, securing prior approval before submitting any grant reports or applications.
 - K. Participate in regularly scheduled meetings including monthly budget, Policy Council etc.
 - L. Conduct regular Head Start/Early Head Start Program and Leadership meetings and share relevant information from those meetings with Head Start Director.
 - M. Work closely with other Agency programs to ensure coordination of services to Head Start and Early Head Start families.

N. Attend and participate in local, state, and out-of-state trainings, conferences, and meetings as required.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds		X		
Up to 50 Pounds		X		
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above:
 Visits to classroom can entail standing, moving about, sitting on the floor, crouching to talk to children at their eye level. Lifting infants, toddlers, and preschool children can result in picking up or carrying a child weighing as much as 60 pounds on occasion.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal computer			X	
Routine office equipment			X	
Motor vehicle operation			X	

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel				X

B. Amount of noise typical for the work environment for this job: This position will spend significant time in office environment. When traveling to centers, there is moderate to loud noise typical to a preschool classroom environment.

C. Specific job duties affected by the environmental conditions described above: Travel is required between centers, to required training, and for general management activities related to the center.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: Direct supervision of Center Managers.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 2/4/19 By: TS