

Red River Parish School Board

Job Description

Title: **Head Start Director**

Qualifications: Master of Education Degree from an accredited institution and experience in supervision of staff, fiscal management, and administration. Preferred qualifications: a valid Louisiana teaching certificate; 5 years of successful experience as a classroom teacher; 5 years as a program administrator; educational leadership endorsement.

Superordinate: Federal Programs Director

Performance Responsibilities

The Head Start Director shall have full responsibility for the day to day operations of the Head Start program, assuring that children and families receive comprehensive services offered by the program. In addition the Head Start Director shall have the following performance responsibilities:

1. Interpret and implement all Federal, State, and local requirements, governmental statutes, regulations, and memoranda pertaining to the Head Start Program as implemented by the Red River Parish School Board.
2. Learn the Head Start Program Performance Standards and ensure that they are implemented throughout the Head Start program.
3. Learn Louisiana Bulletin 137, Early Learning Center Licensing Regulations and ensure that all licensing regulations are followed at all schools.
4. Serve as the contact for Head Start according to program requirements consulting with the assigned Program Specialist at the Head Start Regional Office as required.
5. Provide training for the Red River Parish School Board Members in their role as the Head Start grantee outlining their legal and fiscal responsibilities for the program/grant.
6. Organize and coordinate an effective Policy Council, made up of at least 51% of parents of currently enrolled children and provides training to members in decision making In accordance with Head Start regulations.
7. Plan and conduct the annual Self-Assessment that uses program data including aggregated child assessment data, professional development data, and parent and family engagement data to evaluate the program's progress towards meeting goals, compliance with program performance standards throughout the program year, and the effectiveness of the program in promoting school readiness.
8. Prepare a summary of the Self-Assessment findings and the resulting Program Improvement Plan with input and review by the Policy Council, Board, and staff.
9. Interview applicants for Head Start positions and make recommendations for hiring to Policy Council and Board.
10. Supervises all Head Start Staff and work closely with the school principals in supervision of all Head Start Education staff.
11. Assist the Federal Program Director with the performance evaluations of Education Manager, all Family Services staff, and work closely with school principals in performance evaluation of all Head Start Education staff.
12. Prepare professional development plans and goals for improvement from evaluations to be shared with staff.

13. Provide training for all Head Start staff to ensure effective, safe, learning environments for children.
14. Ensure staff members are following all Federal, State, and local regulations and guidelines
15. Prepare refunding grant applications and budgets annually and present to Policy Council and Board for their approval before submission to the Office of Head Start.
16. Provide monthly, written reports to the Policy Council and Board containing all the required data as outlined in the Head Start Act of 2007.
17. Conduct a Community Assessment of the service area once every five years, and update the information annually as needed to determine community strengths, resources, and strategic plans.
18. Work with the Policy Council, Board, and staff in developing and prioritizing long range program goals and short term objectives that address the findings of the Community Assessments.
19. Review program accomplishments for the year to determine which established goals have been met during the program/budget year.
20. Monitor program expenditures, safeguard Head Start program assets, and monitor compliance with all terms and conditions of the Head Start Grant Award.
21. Prepare an annual report to the public as required by the Head Start Act of 2007.
22. Prepare the Program Information Report (PIR) at the end of each program year; share with Policy Council, Board, and staff; assure timely submission to the Office of Head Start.
23. Periodically monitor classrooms.
24. Assure the submission of all Federal reports and required information to Head Start Officials as required or requested in a timely fashion.
25. Provide public relations information to community about Head Start program accomplishments and needs.
26. Establish partnership agreements and collaboration efforts with other departments within the school district and with community agencies that can support and enhance services to Head Start children and families.
27. Attend all training opportunities as provided.
28. Attend faculty meetings, parent meetings, and other job related meetings as required.
29. Maintain student and family confidentiality.
30. Performs all other duties as assigned by proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **12 Months**