



POSITION TITLE	Early Head Start Director
DEPARTMENT	Early Head Start
LOCATION	Takoma Park, Maryland
SUPERVISOR	Chief Academic Officer

PRIMARY PURPOSES OF JOB

Direct all aspects of day-to-day operations for the CentroNia Early Head Start program. Work with the senior program staff to ensure the implementation of high-quality program services and effective management systems. Implement and maintain an ongoing quality monitoring system to ensure that all applicable Federal and state program requirements and guidelines and local licensing regulations are met. Develop, implement, and evaluate a recruitment process to inform families of the availability of services and that ensure the attainment and maintenance of full enrollment. This function will be carried out in keeping with the Goals and Mission of the Agency.

ESSENTIAL DUTIES

- Direct all program operations and the delivery of services of the CentroNia Early Head Start program.
- Develop, recommend, and approve strategic operating and administrative plans consistent with the mission of the Agency.
- Work with CentroNia staff to manage the development of the community-wide strategic planning and needs assessment.
- Use the community-wide strategic planning and needs assessment and other planning information and data to develop, implement, and develop multi-year strategic planning goals, objectives, and policies.
- In conjunction with other program staff; develop, review and revise program policies and procedures as needed for excellent programming and to ensure compliance with Head Start Performance Standards, state and other program requirements.
- Supervise and evaluate the Family Services Supervisor, Infant and Toddler/Disabilities Coordinator, the Outcomes Specialist, the Fiscal Assistant, Admission and Enrollment Specialist, and the Maintenance/Facilities Specialist.
- Oversee the monitoring of services of major contractors and consultants, including the Registered Nurse, the Registered Dietician, and the Mental Health Consultant, and recommends changes to contracts.
- Establish, implement, and evaluate human resource management procedures and strategies to ensure the timely and efficient recruitment, supervision, employment and evaluation of Early Head Start staff.
- Serve as the program liaison with the Early Head Start Policy Council, prepare and make presentations to the Policy Council, and ensure that program governance activities are conducted in compliance with Head Start Performance Standards.
- Work with CentroNia senior management to ensure that the Early Head Start Policy Council and Center Committee, Board of Directors, and key program management staff work in partnership and share decision-making about the program.
- Develop, implement, and evaluate a recruitment process to inform families of the availability of services and that ensure effective strategies are in place to maintain full enrollment status.
- Monitor the implementation of recruitment activities with the family support workers and Admissions and Enrollment Specialist and identify training and technical assistance needs and provide or obtain assistance as needed.
- Establish, monitor and evaluate planning, internal record keeping, communication and reporting systems for all program activities.
- Work with the Board of Directors to establish, implement, and evaluate ongoing monitoring procedures and internal controls to ensure appropriate Board and management oversight and accountability for fiscal and program operations.

- Work with the Board of Directors, Policy Council, staff, parents, and other stakeholders to establish procedures for and ensure the conduct of an annual program self-assessment of the program's effectiveness and progress in meeting the program goals and objectives and in implementing federal regulations.
- Ensure that data from the Federal program monitoring, annual self-assessment process, Program Information Reports (PIR), and child and family outcomes reporting is compiled, analyzed and used for continuous program improvement and program evaluation.
- Ensure that facility is frequently inspected to ensure compliance with federal, state, and local licensing requirements related to health and safety conditions and ensure that problems are identified and corrected in a timely manner.
- Prepare reports for the President/CEO and the CentroNía board to provide up-to-date information on the program's operations and effectiveness and recommend policy direction.
- Prepare timely reports for the Administration for Children and Families on the program's administrative expenses, progress in meeting teacher degree requirements, program improvement plans to strengthen weaknesses identified in the self-assessment, and program demographics, outreach and enrollment.
- Prepare an annual report on program operations for public dissemination that includes information on funding sources, budget, enrollment, monitoring reviews, audits, medical and dental screenings, parent involvement activities, and agency efforts to prepare children for school and any other information required by the Administration for Children and Families.
- Maintain positive interactive relationship with the Administration for Children and Families, the CentroNía, Policy Council, collaborating agencies, staff and community partners.
- Serve as program liaison with early childhood, educational, social service, and community agencies and resources, establishing working partnerships, networks, and linkages to promote effective service delivery to children families.
- Delegate authority and responsibility for the execution of the program's functions, but maintain appropriate oversight and supervision.
- Bring appropriate issues and policy decisions to the CenroNía senior management and Board in a timely manner.
- Keep abreast of applicable federal, state and local regulations and educational trends to develop policies that will ensure timely implementation of same.
- Continually search for new program ideas, ways to expand and improve programs and additional resources.
- Subject to the concurrence of the senior Agency management and Policy Council approves the addition, elimination or alteration of staff positions, promotions, demotions, and release of personnel.
- Approve vacation and personal leaves within established personnel guidelines.
- Attend mandated meetings, conferences, seminars, workshops and training sessions.
- Participate in program/health advisory committees, Agency and program management team, staff, and interdisciplinary team meetings.
- Perform other duties as assigned.

REQUIRED EXPERIENCE

- 5 years experience as teacher in an Infant/Toddler program
- Ability to work with an ethnically and linguistically diverse population
- Bilingual English/Spanish (Strong Preference)

REQUIRED EDUCATION

Master's Degree in degree from a recognized college or university with a major in Early Childhood Development, Business Administration, Management, or related field preferred or a BA/BS in the same professional disciplines or a related field

Five (5) years of experience with management authority and responsibility including program planning, operations, and evaluation, and the use of management information systems. Preferably experience working in an Early Head Start program or other child development program serving low income children and families.

Demonstrated ability to work with, motivate and supervise staff, while maintaining a positive work environment.

SPECIAL REQUIREMENTS

- Must have a reliable automobile for use on the job.

- Must have a valid driver's license
- Must have the required automobile insurance coverage
- Local and some out of area travel required.

WORKING CONDITIONS

Non-profit community based organization, bilingual Spanish/English environment

PHYSICAL REQUIREMENTS

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity: "F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- (F) Light (up to 25lbs.)
- (N) Moderate (25-50lbs.)
- (N) Heavy (over 50lbs.)

On the job the employee must:

- (F) Bend (F) Sit (F) Squat and Kneel (F) Stand
- (O) Crawl (F) Walk (F) Climb (F) Push/Pull
- (F) Handle objects (Manual Dexterity) (F) Reach above shoulder level
- (F) Use fine finger movements (F) Talk and hear when working with officials, managers, colleagues, peers on the telephone or in person. (F) Specific vision abilities including close vision and distant vision.

*Reasonable accommodations may be made to enable any qualified person with disabilities to perform essential functions of the job.

To carry out this job an individual must be able to perform all essential functions of the job satisfactorily.

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:

**Human Resources Department at CentroNía School:
1420 Columbia Road, NW, DC 20009
centroniajobs@centronia.org
Fax (202) 745-0154**

**“Educating children and youth, and strengthening families, in a bilingual, multicultural community.”
CentroNía is an equal opportunity employer**