



## PERSONNEL COMMISSION

**Class Code: 0090**  
**Salary Range: 55 (M2)**

### HEAD START DIRECTOR

#### JOB SUMMARY

Under administrative direction, to plan, organize, direct and administer the head Start Program, operations, functions, activities, services, and staff; and to perform related duties as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, direct, and administer the overall and day to day activities of the Head Start Program, including ensuring compliance in component areas, and overseeing program reviews. **E**
- Within a changing, culturally and ethnically diverse school district service area, provide leadership for assigned staff and participants, set priorities, organize activities, and provide guidance to meet goals and objectives. **E**
- Select, supervise, train and evaluate staff and program participants. **E**
- Give direction and instruction on program process and procedures. **E**
- Supervise the development and updating of program manuals. **E**
- Develop, monitor and administer the budget. **E**
- Develop fiscal, programmatic and administrative proposals. **E**
- Maintain an advocacy role on behalf of the program at local, State and Federal levels. **E**
- Direct and administer third party contracts for consultant services, as required. **E**
- Direct the preparation of specialized reports, surveys and other related descriptive information for the Federal Government, policy council, District, and other agencies to meet special needs. **E**
- Provide guidance and interpretation on compliance with Federal program requirements, laws, rules, regulations and guidelines, including I-30 to program and district staff, Head Start Policy Council and parents. **E**
- Determine and make recommendations regarding centers and classrooms, prepare and submit site-licensing applications to the Department of Social Services in compliance with Title 22. **E**
- Set up program goals and objectives in accordance with community needs data and develops appropriate service plans, and delegate tasks to staff to carry out plans. **E**
- Establish criteria for selection of children. **E**
- Develop plan for and carry out active recruitment of children within Head Start guidelines. **E**

- Coordinate self-evaluation of LBUSD Head Start Program to ensure quality control, fiscal accountability, and cost effectiveness. *E*
- Foster shared decision making with the policy council/committee. *E*
- Work closely with the policy council/committee to ensure organization, training and effective operation. *E*
- Ensure necessary facilities, equipment, and supplies are available to the Head Start Program. *E*
- Work directly with the Head Start Policy Council to ensure involvement and compliance with I-30, the parents. *E*
- Participate in or preside over a variety of meetings such as various staff meetings and/or in-service training sessions, Administrative Council meetings, Board of Education, Parent Teachers Association, community groups, etc. *E*
- Actively interface with a variety of individuals, groups and community agencies, either by in person or telephonic communications. *E*

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Head Start Director serves as the administrative head of the Head Start Program for the Long Beach Unified School District, and is responsible for the planning and coordination of all activities relating to this program through appropriate subordinate management and support level personnel. An incumbent will be expected to bring specialized subject matter expertise to bear on educational programs, as well as comprehensive administrative and leadership skills to ensure the smooth functioning of dynamic, self governing organizational structures inherent in the Head Start organizational concept with the established administrative structure of the district, as provided for in existing contracts and regulations.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent Federal, State, city and other laws, rules, regulations, and guidelines including California Education Code, Head Start Performance Standards, including I-30, Federal Register, and rules, regulations and policies found in a school district environment.

Principles, practices, methods and techniques applicable to the Head Start Program, including program design, objectives, assessment and evaluation.

Child Development theories and practices.

Early childhood curriculum development and instructional strategies/techniques.

Budget preparation and finance administration principles and analysis, and control methods.

Principles of organization and work management, staff training and management development techniques.

The principles of human development and the learning process.

The functions of social agencies.

Effective methods and techniques of contract development, negotiation, and administration.

Interagency relationships, jurisdictional parameters, and effective methods of program coordination and supervision.

Personnel management principles and practices, including, selection, training, supervision and performance evaluation.

Appropriate safety and security precautions and procedures.

**Ability to:**

Plan, organize, direct, and coordinate a variety of educational and administrative activities that lead to a well run, effective Head Start Program in the diverse multi-cultural, multi-ethnic communities served.

Demonstrate leadership skills.

Identify problem areas of the program, and develop and recommend effective measures for appropriate solutions.

Develop and maintain appropriate internal program controls, evaluation and reporting mechanisms.

Analyze, assess, and interpret statistical and programmatic data.

Apply knowledge gained to practical program administration and public hiring.

Establish priorities and delegate effectively.

Develop and monitor a budget, prepare and present a variety of related reports and materials.

Plan, coordinate, and lead a variety of meetings, workshops, and conferences.

Speak and write clearly and concisely, including grant writing.

Establish and maintain effective relationships with those contacted in the course of work.

Plan, coordinate, schedule and administer the functions and activities of the program in accordance with applicable state and federal laws, codes, polices, regulations and procedures, by-laws, and I-30.

Select, train, supervise, and evaluate subordinate personnel.

Make public presentations to large groups, explaining complex issues in an understandable way.

Operate a variety of office equipment including a computer terminal/personal computer.

**Education and Training:**

Graduation from a recognized college or university is required preferably with a major in Early Childhood Education, Elementary Education, psychology or related field.

**Experience:**

At least four years of management level experience at the director or assistant director level in a Head Start or similar program is required. At least two years of successful

teaching experience, preferably including hands-on experience in curriculum/program development and design is desirable.

Any other combination of training and/or experience which demonstrates an applicant is likely to possess the required skills, knowledges and abilities may be considered.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Class C driver's license and use of an automobile at the time of appointment.

If the ability to communicate effectively, both orally and in writing, in a language other than English is required, selective certification in accordance with the Education Code may be effected.

**WORKING CONDITIONS**

Office environment, but with the requirement to also be an active participant at various Head Start Program sites, and in caring for children.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.