

JOB DESCRIPTION

PROGRAM: Head Start

POSITION: Head Start Deputy Director Early, Home-Based, and EIMH

PAY GRADE: EMHS-2

JOB SUMMARY

Under the direction of the Head Start Director, provide vision and positive leadership to the STEP Early Learning Pathway programs that directly serve children and families, including, but not limited to, Head Start, Early Head Start, PA Pre-K Counts, and the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program. Plan, lead, administer, implement and evaluate child development programs. Ensure delivery of high quality, early, continuous, intensive, and comprehensive child development and family support services to pregnant women, infants, toddlers, and preschoolers from low-income families. Assume responsibility for long- and short-term comprehensive, integrated planning, systems design and implementation, programmatic, and fiscal services coordination and monitoring.

Assess and analyze community strengths, resources and needs, and design responsive systems and services. Actively pursue funding opportunities related to the Early Learning Pathway. Ensure compliance with performance standards, grants, contracts, legislation, and other applicable federal, state, and local regulations. Build, maintain, and extend external collaborations and partnerships with a wide range of stakeholders. Promote and further the values and mission of STEP, Inc.

SUPERVISORY RELATIONSHIPS

SUPERVISES: Home-Based Manager, Early Head Start Supervisor, and Early Intervention and Mental Health Manager

REPORTS TO: Head Start Director

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in early childhood, or related field, with significant experience in programs for young children and parents; master's degree is preferred; and,
- Minimum of 3 years of experience in administration and management of early childhood programs.

GENERAL REQUIREMENTS

- Valid driver's license and reliable transportation available on a daily basis with adequate insurance coverage;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire; and a Motor Vehicle Record check;
- Recognizing and Reporting Child Abuse training completed within 90 days of hire;
- Computer training and/or documented proficiency with popular word processing and database software; experience with and/or training in Microsoft Office products including Word, Power Point, Publisher, Access, and Excel; and,
- Physical ability to perform essential job functions without any health restrictions; requirements include but are not limited to the ability to sit or stand for extended time periods, lift and carry thirty pounds, climb stairs, have unrestricted use of both the upper and lower body, corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice: and other

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abilities necessary to ensure child safety in the classroom, other group areas and when in the community, such as but not limited to the following:

- Ability to bend, squat, reach, kneel, and climb stairs;
 - Ability to move from a sitting to standing position quickly, safely, and without difficulty;
 - Ability to chase an eloping child;
 - Ability to join in children’s active play including jumping and running, indoors and outdoors;
 - Ability to assist children with diapering, toileting, and change of clothing requiring lifting, bending, and squatting;
- Physical examination prior to employment; and,
- Tuberculosis test prior to employment.

SPECIFIC DUTIES

❖ Leading:

- Set, communicate, and implement high standards and provide positive, energetic, and creative leadership;
- Promote the vision and goals of STEP Early Learning Pathway programs internally and externally;
- Establish and maintain a positive work environment that promotes employee engagement with the mission;
- Provide leadership, administration, monitoring, and evaluation to early childhood education programs including but not limited to the Head Start, Early Head Start, PA Pre-K Counts, Head Start Supplemental, and MIECHV;
- Oversee high quality implementation and promotion of the Head Start Performance Standards and the Head Start Act in collaboration with the Head Start Director, Head Start management team, and Head Start shared governance partners: the Head Start Policy Council, the STEP President & CEO, and the STEP Board of Directors;
- Lead and oversee ongoing integration of all program services/component areas, including Education, Health, Nutrition, Disabilities, ERSEA, Family Engagement, Parent Involvement, Coaching, and Mental Health services, as outlined in Head Start Performance Standards, the Head Start Act, and other applicable state/federal regulations;
- Lead staff in developing, maintaining, and extending collaborative alliances with community partners and stakeholders for shared planning, services delivery, advocacy, and public relations;
- Supervise Managers, monitor their work for accuracy, completeness, and assurance that all work is performed in compliance with HHS, PA Department of Public Welfare, PA Department of Education, all other applicable regulations, and STEP policies and procedures;
- Assume responsibility for and represent STEP’s Early Learning Pathway direct services programs during governmental monitoring, agency audits, and all other monitoring or evaluation activities;
- Identify and pursue strategies designed to increase public awareness of early childhood issues broadly locally, regionally, and nationally;
- When directed, serve as the spokesperson and representative of STEP’s Head Start programs in the community, region, state, and nation; promote and advocate for the programs and those they serve;

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- Assume responsibility for ongoing personal professional growth and development; maintaining and improving competencies within the field of administration, management, early childhood, and other relevant fields; and,
- Serve as a positive role model.
- ❖ **Planning:**
 - Develop and implement an ongoing, systematic planning process for comprehensive, integrated, long and short-term, and strategic planning and services delivery; assess and analyze community strengths, resources, and needs; design responsive systems and services; identify and forward program goals, objectives, and services in accordance with funding initiatives and requirements, program designs, and grant deliverables;
 - When directed, research, plan, and write/oversee the writing of grant applications to funding sources;
 - Plan, write, monitor, and implement program work plans in collaboration with shared governance partners and stakeholders;
 - In collaboration with STEP Fiscal staff, plan, develop, and monitor budgets to support grants and other funding applications;
 - Develop plans for identification, utilization, and expansion of available resources to provide supportive services for children, families, programs, and communities;
 - Develop, maintain, and extend alliances with community partners for collaborative planning and services delivery; and,
 - Participate in the annual Head Start Self-Assessment and other program evaluation processes.
- ❖ **Organizing:**
 - Design and implement communication systems that ensure efficient, effective, and multi-directional exchange of information;
 - Develop, implement, monitor, and, as needed, revise comprehensive program record-keeping and reporting systems, including multiple automated information management systems to generate meaningful records and reports of activities, deliverables, and outcomes;
 - Monitor program progress on achievement of goals, outcomes, and deliverables; oversee monitoring activities of program managers;
 - Working with agency administration and fiscal personnel, prepare, administer, manage, and monitor multiple funding stream budgets and contracts for Head Start and other STEP Early Learning direct services programs, ensuring compliance with all applicable regulations and guidelines;
 - Oversee the design, implementation, and evaluation of a developmental and comprehensive staff and technical assistance program, which meets individual and group needs, incorporates diverse training methods, and is updated regularly; and,
 - Plan, convene, and attend meetings, trainings, and conferences as required.
- ❖ **Controlling:**
 - Champion the rigorous use of data to drive accountability and ensure program quality;
 - Provide program data as required for auditing and program monitoring;
 - Work directly with Managers to oversee all Early Learning Pathway personnel activities including retention, hiring, orientation, professional development, supervision, and evaluation;
 - Work directly with Managers to ensure that all staff comply with all applicable regulatory

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- and agency policies and procedures;
- Manage and minimize agency risk on issues regarding Early Learning Programs;
- Maintain and update familiarity with all pertinent regulations and policies; disseminate information to staff;
- Oversee program recruitment, selection, and enrollment policies and procedures;
- Secure, develop, and monitor safe and appropriate program facilities, equipment, and materials that are conducive to learning and comply with all federal, state, and local standards;
- Oversee Early Learning website content; ensure accuracy and quality;
- Develop and recommend approval of policies and procedures; oversee implementation;
- ❖ Work as a member of the STEP Head Start team; serving as an example for all staff; and,
- ❖ Perform all other duties as required.