



ASSISTANT DIRECTOR – LEADING & LEARNING – HEAD START

SUMMARY/SCOPE/GOAL

Provide leadership in planning, developing, and implementing all components of the Head Start Program following federal, state and district guidelines. Administrative responsibility for overall operation of the Head Start program in accordance with the guidelines set by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families Office of Head Start, the US Department Agriculture's Child and Adult Care Food Program, Florida Department of Education, the Head Start Policy Council, and the District. Responsibilities involve program development and oversight, budget control and supervision of assigned staff. The position requires regular contact with Federal Regional Office personnel, State licensing personnel, community partners, and local public-school administrators. Program execution is performed under general direction and is expected to exercise initiative, discretion, and independent judgment in accomplishing assigned tasks.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- MA/MS from a regionally accredited university/program.
- Seven (7) years' relevant combined experience in teaching, program coordination, and leadership roles as follows:
 - Three (3) years' successful teaching experience AND
 - Four (4) years' experience in a combination of administration, Supervisory and/or program coordination.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Educational Leadership, Administration and Supervision or Administration by the Florida DOE.
- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate the planning, implementation, and evaluation of the Head Start program for all eligible children and families following district, state, federal regulations.
2. Manage and administer the overall activities of assessing and implementing of research-based early childhood curriculum to ensure a high-quality early learning program for Head Start children.
3. Monitor and interpret assessment data to improve student learning and outcomes.
4. Implement and monitor on-going program evaluation to ensure high-quality early learning environments.
5. Coordinate eligibility, recruitment, and enrollment requirements for Head Start children and families.

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6. Provide leadership to establish and maintain a formal structure for program governance that includes a governing body (School Board), a Policy Council, and parent committees.
7. Coordinate with department and district fiscal staff to prepare and monitor the budget for Head Start programs, including the ordering and inventory of supplies, materials, and equipment.
8. Communicate, through the Director of Elementary Leading and Learning, to the Assistant Superintendent of Leading and Learning, information relating to various problems or events of unusual nature.
9. Assist in recruiting, supervising, and evaluating district level instructional and support staff, including managers, resource teachers, and instructional coaches, to include observing Head Start teachers as requested by principals.
10. Collaborate with the Early Learning Coalition of Brevard and other community agencies to advocate and support school readiness and family engagement.
11. Manage the selection of material, and equipment needed at Head Start sites.
12. Manage the instructional program as instructed by District, State and Federal guidelines.
13. Manage, supervise, and evaluate personnel.
14. Manage the development of long and short-range instructional and facility needs.
15. Coordinate facility and support service requirements with appropriate District offices.
16. Manage and supervise the function of financial planning of the Head Start grant, including the preparation of the budget.
17. Manage and supervise, through wise use, the financial resources of Head Start program.
18. Manage and administer the function of purchasing by the Head Start program to ensure maximum educational value of supplies, materials, equipment, and services.
19. Adhere to state statute and District policies relating to financial accounting to ensure judicious management of all Head Start funds.
20. Verbally communicate through staff meetings for the purpose of keeping staff informed of policy, procedures, instructional programs, and existing programs.
21. Verbally communicate with Principals for the purpose of keeping Principals informed of policy, procedures, instructional programs, and existing programs.
22. Be proactive in decisions relating to the Head Start program and community well-being.
23. Awareness in – and management of – Board policy and State statutes relating to Exceptional Education guidelines.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Extensive knowledge of child development and developmentally appropriate best practices. Ability to plan, implement, and evaluate program components. Ability to monitor and analyze data; ability to interpret and comply with district, state, and federal regulations. Ability to use effective public relations skills; ability to build relationships to collaborate with district departments and the Head Start regional office to coordinate Head Start programs. Ability to engage families of preschool children in the educational process, considerable knowledge of finance procedures. Ability to prepare a budget. Skilled in personnel management, interpersonal interaction, and supervision techniques.

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GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

**FO
R HR USE ONLY:**

DIVISION:	<u>Elementary Leading and Learning</u>	DEPARTMENT:	<u>Head Start Programs</u>
TITLE CODE:	<u>C2456</u>	CONTENT BY:	<u>Director – Elementary Leading & Learning</u>
GRADE:	<u>24</u>	COMPENSATION:	<u>Human Resources</u>
UNIT:	<u>NB (Exempt)</u>	LABOR RELATIONS:	<u>Karyle Green, Ed.D.</u>
LAST BOARD APVD:	<u>9/12/17</u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>
SCHEDULE:	<u>8 Hrs. – 12 Mos.</u>		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/2017	Developed	Debra Crannell
1.1	12/01/2020	New Format	Human Resources
1.2	11/1/2021	Updated physical requirements to ADA format, added schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.