

**Head Start Child & Family Development Centers, Inc**  
**Job Description**

**Title:** Executive Director (ED)  
**Supervisor:** Board of Directors  
**Class:** HS-7  
**Office Location:** La Crosse

Revised: 12/06

**Job Summary:**

The employee in this position has the 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 of Agriculture's Child and Adult Care Food Program, Wisconsin Department of Public Instruction (DPI), the Head Start Policy Council and the Agency's Board of Directors. Responsibilities involve program development and oversight, budget control and supervision of staff in the Central Office and nine Head Start Centers. The position requires regular contact with Federal Regional Office personnel, State licensing personnel, community partners, and local public school administrators. Tasks are performed under the general supervision of the Board of Directors in conjunction with the Head Start Policy Council, however; this person will be expected to exercise initiative, discretion and independent judgment in accomplishing assigned tasks.

**Job Responsibilities:**

Develops the Head Start PA22, Training and Technical Assistance (PA20), U.S.D.A. Child Care Food Program, and State of Wisconsin Department of Public Instruction Head Start Supplemental Grant applications in cooperation with the Head Start Policy Council and Board of Directors;

- Develops and manages Head Start budget expenditures;
- Follows financial procedures manual relating to program expenditures;
- Provides ongoing supervision and performance evaluations to the Health Services Manager, Child and Family Services Managers, Finance Director, and Administrative Assistant;
- Serves as liaison to the Board of Directors and Head Start Policy Council;
- Recruits, interviews, selects and or terminates Head Start staff subject to Personnel Policies of the agency;
- Implements, monitors and provides direction for the implementation of the agency Service Plans;
- Oversees agency recruitment and enrollment activities;
- Negotiates contracts in areas pertaining to Finance, Audit, Rental Facilities, Consultants, Food Providers, Transportation and cooperative agreements with public schools and community partners;
- Interprets Head Start requirements and reports agency activity to managers, Board of Directors, Policy Council, community groups, legislators and Federal and State program officials;
- Monitors and evaluates compliance with Federal and State regulation in all program areas;
- Visits Head Start centers on a regular basis, and confers with staff;
- Implements annual Self-Assessment process to assist in program planning;
- Conducts tri-annual Community-Assessment process to assist in program planning;
- Oversees all media coverage for the Head Start program;
- Interprets Head Start regulations, newsletters and other printed materials and implements action plans, when necessary;
- Represents agency on committees of other community groups;
- Participates as an active member of the Wisconsin State Head Start Association;
- Attends meetings and training sessions as needed;
- Maintains records and prepares reports;
- Performs related duties as required.

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**Supervisory Functions:** Supervises the Finance Director, Child and Family Services Managers, Health Services Manager, and Administrative Assistant.

**Qualifications:**

- Completion of a college education with course work in Early Childhood Education;
- Five years experience in Early Childhood Education including one year of demonstrated operational management experience;
- Thorough knowledge of principles of early childhood education and development;
- Thorough knowledge of Head Start Federal and State regulations;
- Ability to administer and manage a decentralized Head Start program within a four county area;
- Demonstrates effective written and verbal communication skills;
- Ability to write proposals and obtain funding; ability to make oral and written reports;
- Ability to establish and maintain effective working relationships with the public, staff, Board of Directors and Policy Council;
- Ability to demonstrate creative problem solving skills, good judgment, and resourcefulness in agency work; and
- Demonstrated computer literacy in email and word processing applications;
- Ability to pass criminal background check;
- Possess a valid driver's license and access to an insured motor vehicle; required to travel to four county area (La Crosse, Vernon, Monroe, and Crawford counties) to facilitate assignments to classroom sites, meetings or other off-site destinations.

\*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

\*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.