

POSITION: **Head Start Deputy Director
Operations & Engagement**

CLASSIFICATION: **Exempt**

PAY GRADE: **EM-1**

REPORTS TO: **Head Start Director**

SUPERVISORY RESPONSIBILITIES: **Family & Community Outreach Coordinator;
Enrollment Specialist; Information Assistants; Family Advocate
Leads**

POSITION 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 Parent-Child Home Program. Plan, lead, administer, implement, and evaluate child development programs. Assure 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.

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;
- Minimum of 3 years of experience in administration and management of early childhood programs;
- Pennsylvania State Police Criminal History Clearance, Child Abuse, FBI certifications, and Sex Offender Registry check prior to hire, and a Motor Vehicle Report;
- Recognizing and Reporting Child Abuse training and 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, Microsoft Office Project;
- A valid driver's license and transportation available on a daily basis with adequate insurance coverage;
- Physical ability to perform essential job functions without any health restrictions; requirements include but are not limited to the ability to sit, stand, carry 20 pounds, climb stairs, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal ranges, clear speaking voice;
- Physical examination prior to employment; and,
- Tuberculosis test prior to employment.

RESPONSIBILITIES:

❖ Leading

- Set, communicate and implement high standards and provide positive, energetic, creative

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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, and Head Start Supplemental;
- Lead and manage all Early Learning operations, including ERSEA and Family Engagement staff;
- Lead analyses of all Early Learning systems and operations; recommend efficiencies and economies; monitor implementation of approved initiatives; recommend revisions, as needed;
- Promote and assure the highest possible levels of accountability and quality within program operations;
- Lead program conversion from paper to electronic recordkeeping systems and data storage, as indicated;
- Prepare supporting documentation before, during, and after onsite federal and state monitoring reviews, agency audits, and all other monitoring and evaluation activities; assist with any required program response;
- 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 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;
- 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;
- 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**

- Engage in the agency-wide community needs assessment process for use in program planning and grant applications;
- Develop and implement an ongoing, systematic planning process for comprehensive,

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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 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,
- Oversee the annual Head Start Self-Assessment and other program evaluation processes.

❖ **Organizing**

- Develop, implement, monitor, and as needed, revise comprehensive program record keeping and reporting systems, including multiple automates information management systems to generate meaningful records and reports of activities, deliverables, and outcomes to support programmatic and fiscal planning and operations; monitor data fidelity in multiple data systems;
- Design and implement communication systems that assure efficient, effective, 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;
- Assume primary responsibility for tracking, monitoring, and reporting Head Start Non-Federal Share (in-kind) documentation in compliance with federal and agency standards; and,
- Prepare data for Annual Program Report to the community in compliance with Federal regulations.

❖ **Controlling**

- Champion the rigorous use of data to drive accountability and ensure program quality;
- Improve the operational systems, processes, policies, and procedures in support of the agency, Early Learning, and Head Start's mission; specifically support the management of reporting, information flow, and planning;
- Track, monitor, and report required agency or human resources requirements and receipt of Personnel Policy revisions and other notifications;
- Provide program data as required for auditing and program monitoring;
- Maintain, monitor, and track program fixed asset and other property inventory in collaboration with the STEP Fiscal Department;
- Work directly with Managers to oversee all Early Learning Pathway personnel activities including retention, hiring, orientation, professional development, supervision, professional development, and evaluation;
- Work directly with Managers to assure 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, 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; assure accuracy and quality; and,
- Develop and recommend approval of policies and procedures; oversee implementation.
- ❖ Work as a member of the STEP Head Start team; STEP Admin Team; and,
- ❖ Perform all other tasks as assigned.