

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>ASSOCIATE DIRECTOR-CONTENT</b>	
<b>Supervisor: Executive Director</b>	<b>Subordinates: Operation Director's(East &amp; West)</b>
<b>Classification: Director II</b>	<b>Exempt Status: Exempt</b>
<b>Terms of Employment: Regular Full-Time</b>	

**Job Goal:** To supervise, and ensure that operations are carried out effectively. Provide direction in the area of Natural Playgrounds, Green Building practices, sustainability practices and Facility Procurement.

**Essential Responsibilities:**

1. Administrative Management
  - a. Promote the professional growth and development of content area staff and Operation Director's.
  - b. Ensure that all fiscal funding source requirements are met in conjunction with Administrative Services Office through the use of comprehensive internal monitoring systems.
  - c. Assist in the development center budgets, and monitor expenditures to ensure budget conformance.
  - d. Ensure that all reports and records are maintained accurately and promptly.
  - e. Attend regularly scheduled Administrative Team meetings.
  - f. Coordinate with other supervisors to provide supervision, leadership, and direction for Operations Director's, including: performance evaluations, training, orientations, attendance record keeping, and other forms of assistance.
  - g. Prepare/write grants.
  - i. Attend all Board of Director meetings, policy council meetings, staff meetings and submit monthly reports to the Board of Directors and Policy Council.
2. Operations
  - a. Manage designated west end center facilities and ensure that all safety, legal, program, and licensing requirements are met.
  - b. Ensure that all area programs meet or exceed program standards.
  - c. Assist in securing facility space as needed.
3. Facility Procurement & Renovations
  - a. Assist Executive Director in securing space for program expansion. Complete the AJustification for Purchase of a Facility@ checklist for the Head Start bureau.
  - b. Provide leadership in the development of green building practices and principles though out agency facilities.
4. Program Planning and Development
  - a. Provide leadership in the development and design of natural playground at sites.
  - b. Maintain regular interaction with appropriate community agencies and leaders as appropriate.
  - c. Participate as an Administrative Team member in the development of plans to

- meet Agency goals.
- d. Assist with Center Teams= needs.
- e. Complete Community Assessment.
- f. Participate with Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas.
- g. Promote and educate staff, board and children on sustainable principles being implemented throughout the agency.

**Qualifications:**

1. Bachelors degree in ECE, Business/Public/Education/Health Administration or related field, plus three years non-profit experience of which two years experience are in managerial and supervising, or six years of experience may be substituted for education.
2. Two years of budget development responsibility.
3. Strong leadership skills.
4. Current physical examination and TB screen documentation upon hire
5. Adequate means of transportation
6. Head Start experience (preferred)
7. Community service experience (preferred)
8. Ability to coordinate and/or conduct training sessions (preferred)
9. Multi-cultural experience (preferred)

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.\* Keep current and accurate records.
- 5.\* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.\* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.\* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.\* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

6. Ability to drive a private or Agency vehicle; must possess a valid driver=s license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

***Umatilla-Morrow Head Start, Inc.***

***Is***

***An Equal Opportunity Employer***