

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

EXECUTIVE DIRECTOR	
Supervisor: Board of Directors	Subordinates: Program Directors, Executive Assistant
Classification: Director	Exempt Status: Exempt
Terms of Employment: Regular Full-time	Pay Grade: Negotiable

Job Goal: Administer and represent the entire program operations of Umatilla-Morrow Head Start, Inc.

Essential Responsibilities:

1. Oversee all program personnel management.
 - a. Attend and direct staff meetings according to an organized agenda.
 - b. Inform staff of records to be kept, how to maintain them, and when reports are to be submitted.
 - c. Approve the hiring and firing of all personnel with input from Associate Director of Administration, supervisors and the approval of the Board of Directors and Policy Council (when applicable).
 - d. Delegate responsibilities as necessary to the appropriate staff.
 - e. Insure staff awareness of program policies and procedures.
 - f. Read and respond, when necessary, to monthly reports.
 - g. Enforce deadlines for program reports, projects and timetables.
 - h. Be available to give advice and council.
 - i. Keep staff informed of future activities.
 - j. Insure completion of annual performance evaluations.
 - k. Clarify expectations of each individual's job performance.
 - l. Ensure that communication systems throughout the agency are effective, occur frequently and timely.
 - m. Provide opportunities for staff development according to individual needs.
2. Administer all funds
 - a. In collaboration with the Fiscal Director build the annual budget for the agency.
 - b. Approve and track budget expenditures. Revise budget as necessary.
 - c. Share with the Board and Policy Council all monthly financial reports and credit card expenditures.
 - d. Insure the functioning of an adequate record keeping system.
 - e. Insure that submitted bills and the staff are paid in a timely manner.
3. Develop and implement shared decision-making between Policy Council, Board, and staff.
 - a. Insure that all program content areas meet full compliance.
 - b. Obtain approval of Program Policies and Procedures from Board of Directors and Policy Council (when applicable)
 - c. Promote parent involvement in activities.

- d. Coordinate Board and Policy Council orientation.
 - e. Solicit input from staff on issues that affect them.
4. Oversee program planning for the Agency.
 - a. Ensure that the agency's strategic plan is planned, updated, and implemented annually.
 - b. Ensure that the agency's long range goals and short term objectives are achievable and include financial objectives.
 - c. Ensure that the agency's plan is reflective of the communities which we serve.
 - d. Ensure that the agency is responsive to change and meets the needs of our clients.
 5. Oversee the development of training for staff.
 - a. Provide assistance and support to all program staff in content areas.
 - b. Develop and implement program improvement with the assistance of the Board of Directors, Policy Council and Staff Development Committee.
 - c. Make periodic visits to centers.
 - d. Insure development and implementation of the training plan.
 - e. Meet/Communicate with Focus Group four times per year.
 6. Insure compliance with relevant federal, state and local laws and regulations.
 7. Represent the agency throughout the community.
 8. Attend all Board of Director meetings, policy council meetings, staff meetings and submit monthly reports to the Board of Directors and Policy Council.
 9. Act as an advocate for families and children.
 10. Insure timely submission of the following:
 - a. Program information reports.
 - b. State, Federal, and Foundation Grant applications
 - c. All agency agreements, reimbursement forms, and financial reports.

Apply safe practices in the performance of duties:

1. Reporting of unsafe or hazardous working conditions and/or any injury immediately.
2. Complying with Agency safety standards.
3. Participate in emergency drills.
4. Promote a culture of safe environments in the workplace.

Qualifications:

1. Bachelor degree with Master degree preferred with an emphasis in Administration, Early Childhood Development, and/or other related fields, and at least two years experience in human services program management and supervision.
2. Demonstrated Leadership Ability

3. Current physical examination and TB screen documentation upon hire
4. Ability to coordinate and/or conduct training sessions
5. Experience in Early Childhood Development (preferred)
6. Multilingual or Multi cultural experience (preferred)
7. Community service experience (preferred)
8. Adequate physical health
9. Desire to work with children and their families
10. Adequate means of transportation
11. Ability to establish relationship of trust and respect with staff, families and children.

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