**POSITION:** Assistant Director

**DEPARTMENT:**  Administration

**SUPERVISOR:** HS/EHS Program Director

**STATUS:** Exempt

**RATE:** Commensurate with Alta Salary Scale

**JOB SUMMARY:**

The Assistant Director is responsible for working alongside the Head Start and Early Head Start Program Director to carry out the administration and management of all aspects of the Head Start & Early Head Start Programs in accordance with state and federal regulations. This position assists in providing leadership, supervision, and helps oversee the overall program including fiscal and legal aspects to ensure smooth functioning of the program in all areas to provide quality services to children and families. This position also works with the Program Director in providing leadership in planning, designing, implementing, and evaluating program systems and in representing the agency in local, regional, state, and national communities.

**ESSENTIAL FUNCTIONS:**

1. Carries out the mission and vision of the agency/program**.**
2. Assists in providing guidance, oversight, and leadership to staff, families served, and the community.
3. Develops and maintains a thorough knowledge and understanding of all aspects of the Head Start Performance Standards, related regulations; Implements and monitors compliance.
4. Works with the Program Director to monitor the implementation of the responsibilities of employees through observation, supervisory meetings, team meetings and review of files and documentation.
5. Works with the program director and other administrative and management team staff to implement plans, develop priorities, expand services and maintain community awareness.
6. Assists the Program Director to work in conjunction with the Chief Financial Officer to properly budget Head Start and Early Head Start funds and ensure compliance with Head Start and Early Head Start fiscal compliance.
7. Assists the Program Director in communicating regularly with the Chief Executive Officer to give program updates and bring forth items or concerns for consultation.
8. Works cohesively with the Alta Behavioral Health Division and the Early Childhood Mental Health team to ensure coordinated services and camaraderie across divisions.
9. Assists in the supervision of all assigned departments within the program that provide direct services to children and families.
10. Develops collaborative and coordinating agreements with other public and private organizations at the request of the Head Start Director.
11. Assists in representing the Alta Head Start program in local, state, regional, and national communities (Ohio Head Start Association, Administration of Children and Families, Region V, etc.).
12. Attends and actively engages in Senior Management Team meetings, Head Start Manager’s meetings, and other meetings as assigned by the Program Director, providing department updates and working with other Alta management staff to move the company forward.
13. Attends Policy Council Meetings as requested by the Program Director.
14. Assists in conducting long and short-range planning goals, including assessment of community needs & resources in conjunction with the management team.
15. Helps provide oversight of ongoing program monitoring, risk management, and planning.
16. Assists in hiring and supervising management staff and complete probationary and regularly scheduled performance evaluations of key management staff as assigned.
17. Assists in the monitoring of program budgets; reviews and analyzes monthly financial reports to assess the budget status.
18. Assists in ensuring all expenditures are in accordance with all fiscal policies, licensing requirements, and agency policies.
19. Monitor the program’s non-federal share to assure that the required amount is met.
20. Assist in the development of the funding application and budgets with input from the program participants and the staff and submits in a timely manner.
21. Maintains knowledge of federal, state, and local regulations, laws & standards and ensures compliance.
22. Works with other organizations in the community to foster Collaboration as defined by the Head Start Performance Standards.
23. Maintains open and effective communication with staff, managers, parents, and community partners.
24. Attend and actively participate in meetings, in and out of the office.
25. Prepares required reports and submits to the Program Director or other entities as requested.
26. Assists in performing community needs assessment of the defined service area using local data, as needed.
27. Carries out any other duties as assigned by the Program Director.

**RESPONSIBILITIES/EXPECTATIONS:**

* Support Alta values and adhere to Mission Statement.
* Strong verbal and written communication skills.
* Must always maintain a neat and professional appearance.
* Ability to be punctual in reporting to work and in the completion of assigned duties.
* Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
* Must maintain confidentiality and discretion.
* Must be able to relate to and display sensitivity to the needs of individuals of all ethnic and social-economic backgrounds.
* Ability to work independently in and within a group when necessary.
* Encouraging and building mutual trust, respect, and cooperation among team members.
* Must maintain professional interaction with customers, vendors, and all levels of the organization.
* Continuously seeking methods of improvement for efficient operations.

**QUALIFICATIONS:**

* Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
* Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
* Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.
* Must be able to meet qualifications as required for Step up To Quality (SUTQ).

**PROFESSIONALISM/ATTITUDE**

* Maintain professionalism at all times through actions and behaviors.
* Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
* Must display positivity in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
* Understand and appropriately respond to the needs of other staff, parents, children, visitors.
* Must be a team player.

**EDUCATION/EXPERIENCE:**

Minimum of a bachelor’s degree and experience in supervision and administration. Experience in fiscal management is a plus. Specific experience with Head Start/Early Head Start program management preferred.

**SUPERVISORY RESPONSIBILITIES:**

**NONE**

**WORK CONDITIONS:**

Variable hours of work which may include evenings and weekends and occasional travel.

By signing, I acknowledge that I have read and understand this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the Alta Employee Handbook.

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Employee DATE

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HR Representative/Supervisor DATE