HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : ASSISTANT HEAD START DIRECTOR

SALARY RANGE : 15

FLSA STATUS : Exempt

REPORT TO : Head Start Director

SUPERVISES : Coordinates and supervises the activities of the line staff, including managers, by providing direction, communication, motivation, follow-up and logistical support.

INTRODUCTION

The Assistant Head Start Director assists in the planning, development and evaluation of all Head Start components, including, but not limited to health, family engagement, education and the development of school readiness goals for children and families, as required by the National Performance Standards established by DHHS/ACF/OHS, and exercises authority on personnel matters in the absence of the Head Start Director, subject to approval by the HCAP Executive Director.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decision in a timely manner.

6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES

- Assists the Head Start Director with implementing all program objectives, including, but not limited to family engagement and eligibility, recruitment, selection, enrollment and attendance of program participants, and all of the requirements of the national performance standards set by the Office of Head Start and the Hawaii State Department of Health and Human Services.
- Helps to develop sound and effective plans for the program components including, education, health, and parent engagement, and evaluates such programs for effectiveness and efficiency as to standards, scope, and content.
- Coordinates a cross-component service delivery model as part of a trans-disciplinary approach with emphasis on the child, family, and their environment.
- In the absence of the Head Start Director, works closely with community agencies to provide resources and to develop a cooperative working relationship.
- Evaluates, monitors and coordinates the Head Start and Early Head Start programs, including special projects, to ensure performance standards compliance and efficacy.
- Develops plans and strategies to meet objectives.
- Assists Head Start Director with program operations, develops and implements rules, policies and procedures and performs other administrative responsibilities of the Head Start Director.
- Provides orientation, training and technical assistance to enhance skills of staff and parents. Works closely with other program managers in a team approach towards services to families and their communities.
- Assists in the coordination, procurement and maintenance of facilities and equipment; provides budgetary planning and assistance; participates in Policy Council programs and committee functions; coordinates parent group activities and provides technical assistance to staff and parents.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represents the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A bachelor's degree in Early Childhood Education, Social Services, Human

Development, Health Services or related field is minimally required. A master's degree in Early Childhood Education, Social Services, Human Development, Health Services or related field is preferred.

EXPERIENCE

Ten (10) years of full-time professional experience in the multiple disciplines required by the program.

SUBSTITUTION

- Direct work experience on a professional level may substitute for education on a year-for-year basis.
- A Master's degree in Business Administration, Elementary Education, Early Childhood Education, Social Work, Health Services, or related field may substitute for one-year experience.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, government agencies, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have valid driver's license and daily access to an automobile that is properly licensed and insured.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations: in doors			**X**
Work Locations: outdoors		**X**	
Work Locations: sitting			**X**
Walking/standing		**X**	
Bending/crouching/reaching, etc		**X**	
Lifting/carrying - light (up to 10 lbs.)		**X**	
- medium (11 to 20 lbs)		**X**	
- heavy (over 20 lbs.)		**X**	
Contact with hazardous materials	**X**		
Dust, smoke, odors, noise, etc	**X**		
Travel - inter-island		**X**	
Travel - long distance (mainland, international)		**X**	
Use standard office equipment (including PC keyboard)			**X**