

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## VICE PRESIDENT OF HEAD START

### POSITION SUMMARY:

The Vice President of Head Start, oversees all the components of the Head Start Program. The Vice President provides leadership to the service providers and support staff delivering family-centered, interdisciplinary services to infants, toddlers, preschoolers and their families. The Vice President works collaboratively with other grantee agencies and community partners.

### POSITION OVERVIEW:

Employment Type: Full-Time/Exempt

Location: Warm Springs Administrative Office

Job Category: Administration and Early Learning

Reports to: Chief Early Learning Officer

Supervises: Head Start Department

### PRIMARY RESPONSIBILITIES:

- Ensures as Grantee and Program Partner, that each program is in compliance in accordance to Head Start Performance Standards
- Oversees the Agency Head Start Department
- Responsible for reporting and billing for all Head Start Contracts
- Oversees and manages, in collaboration with Finance, the annual program budget
- Oversees Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)
- Responsible for Head Start Enterprise Systems Reporting
- Facilitates monthly calls from Region 9
- Ensures program services comply with all applicable State and Federal regulations
- Leads and coordinates required program audits, including Federal Grant Reviews
- Attends all necessary meetings as Grantee and Partner Agency
- Facilitates and assumes lead role for Grantee Self Assessments
- Co-Manages the use of ChildPlus with Director of Head Start
- Ensures that Program Information Report (PIR) data is tracked and meets benchmarks and is reported annually as required
- Provision of training for new Kidango Education staff with Head Start responsibilities and in conjunction with the Education Department, assures that the program serves the number of eligible children for which it is funded.
- Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
- Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
- Works closely with Head Start staff to ensure head start mandates/performance standards are being met
- Conducts head start staff trainings to ensure understanding and consistent implementation of practices that comply with Head Start Performance Standards and Requirements
- Working closely with the Director of HS and Family Services Manager, sets annual goals and objectives for the program
- Attends Executive Team Meetings and contributes to the creation, modification and implementation of the organization strategic plan
- Works collaboratively with other departments to ensure that required reports and grant applications are completed and submitted by deadline

- Attend Board Committee Meetings/Committee Meetings
- Represents and advocates for HS program needs at the Executive Team level
- Liaison for Head Start Policy Council and Board
- All other duties as assigned by the Chief Early Learning Officer and CEO

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree or equivalent
- Minimum of 5 years of professional and program management experience associated with educational, social services, family development and or operational programs that are directly related to the operations of Early Head Start / Head Start Services, including at least 3 years of management and supervisory experience
- Bilingual in English and Spanish preferred.
- Required possession of a valid California Driver's License and use of an insured vehicle.
- Able to communicate with the public and represent the agency in a positive manner.
- Excellent written and oral skills.
- Able to organize and maintain records.
- Able to operate all computers and software used by agency
- Proficient in data and data based computer programs
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner
- Ability to work on a variety of tasks simultaneously and work a flexible schedule, including some evenings and weekends.
- Skilled at building effective relationships with staff, families, children and the community.
- Works as a member of the agency team by promoting the mission and philosophy of the agency.
- Ability to work effectively with a diverse group of people.
- Provides excellent customer service to all staff, clients, and contacts of agency.
- Advocates on behalf of all children, families, and staff of agency.
- Promotes opportunities to optimize and increase agency resources.
- Maintains confidentiality of children, families and staff.
- Participates in activities that further professional growth of self and staff.
- Strong oral, written communication skills with the ability to communicate effectively with people from a wide range of backgrounds.
- Strong computer skills.

**OTHER REQUIREMENTS:**

- Possession of a valid California Driver's License or California ID. Use of an insured, non-agency vehicle (if applicable).
- CPR and First Aid Certificate and Infectious Disease Prevention training or completion within three months of hire. (As required by Licensing)
- Travel as needed to agency, community and state functions.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at

<https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.