

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HEAD START SITE DIRECTOR I

BASIC FUNCTION:

Under the direction of the Manager-Head Start Program Operations, responsible for the daily supervision of the teachers and associate teachers at 1-3 Head Start sites; assures teachers are supported in the classroom, and comply with Program policies and procedures, including federal and state mandates; responds to and resolves child and parent issues; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of a Head Start site, and monitors site activities; responsible for implementation of the Head Start Early Learning and Outcomes Framework, curriculum, and high-quality teaching practices; guides staff on individualization; reviews lesson plans to assure developmentally appropriate activities and compliance to curriculum standards; coordinates with assigned Mentor Teacher/Coach to provide high-quality professional development to staff.

Attends and contributes to monthly parent meetings; trains and evaluates the performance of assigned staff; participates in the selection of employees, and recommends transfers, reassignments, terminations, and disciplinary actions; manages and monitors staff attendance and inputs into the SubFinder system; verifies substitute attendance; approves and disapproves staff absences; supervises teaching staff; coordinates with family advocates and maintenance staff based on site needs.

Reviews and approves referrals made for health, mental health, and developmental services; maintains safe environments by monitoring site activities and compliance with Community Care Licensing requirements, Head Start Performance Standards, and Child and Adult Care Food Program (CACFP) meal service contract requirements; responds to Licensing citations and develops Correction Plans when applicable.

Prepares and maintains reports, records and files related to personnel and assigned activities; develops and manages site calendars; generates reports for monitoring of services and staff performance; prepares requests for purchases of school equipment, supplies, and materials; identifies supply and equipment needs for the classroom; submits and approves work orders and maintenance needs for classrooms.

Responds to parent issues and concerns regarding their child, complaints regarding staff, and other site related questions; meets with parents regarding discipline, developmental or other child issues and develops corrective plan of action; communicates with administrators, personnel and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Steps into classrooms as needed to fill in for staff absences; assists with lunch preparation, covers breaks, etc., and attends meetings (service coordination, IEP, school district, etc.) as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of child development and early childhood education, specifically licensing regulations, Head Start performance standards, and related policies and procedures;
- Practices and procedures involved in the development, implementation and evaluation of early childhood education instructional functions and services;
- Curriculum interpretation and application in early childhood education programs;
- Problems and concerns of students with special needs;
- Concepts of child growth, development, and behavior characteristics of preschool-age children;
- Methods of observing, evaluating, and recording child behavior;
- Safe practices in classroom activities;
- Requirements of maintaining a children’s center in a safe, clean and orderly condition;
- Cultural child-rearing practices and other issues;
- Developmentally Appropriate Practices;

ABILITY TO:

- Plan, organize, and direct the activities and operations of an early childhood center;
- Assure compliance with legal aspects of early childhood education programs;
- Supervise and evaluate the performance of assigned staff;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Meet schedules and timelines;
- Maintain current knowledge of legal requirements and changes to laws;
- Demonstrate cross-cultural sensitivity and respect;
- Operate a variety of office and instructional equipment.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in child development or related field, and two (2) years increasingly responsible experience in early childhood education including classroom instruction.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Child Development Site Supervisor Permit
- Valid California driver’s license
- CLASS Observer certification within six months of hire.

Approved: Philip J. Gordillo 11/10/15
 Philip J. Gordillo Date
 Chief Human Resources Officer