

Carroll County Board of Education

Job Description for Head Start/Early Head Start Assistant Director

Qualifications: Administrator's Certificate

Reports To: HS/EHS Director

Job Goal: To oversee the operations of the program, provide direct supervision of all staff and provide educational opportunities for all enrolled students.

Performance Responsibilities:

1. Assist in the hiring, coaching and evaluating the performance of Program Staff.
2. Ensure the requirements of the Head Start Performance Standards and other regulatory/certification standards are met when affecting the education climate and expectations of children.
3. Manage issues and concerns from parents/guardians, conduct parent/guardian conferences when needed.
4. Promote a consistent exchange of information across the program.
5. Encourage and support professional development opportunities.
6. Keep the HS/EHS Director informed of any necessary information regarding the care and safety of children.
7. Assist and accept responsibility in daily duties that might be temporary in the event other personnel are not available.
8. Assist in the planning and facilitation of regular leadership meetings.
9. Participate in the design of internal structures, systems and policies.
10. Ensure adequate systems are in place to maintain the highest quality of services to children and families in compliance with Head Start Performance Standards.
11. Monitor and assist teachers to maintain quality and appropriateness in regards to: daily classroom schedules, lesson plans, educational experiences, anecdotal notes, parent correspondence, education files and Home Base content provision.
12. Supervise and approve the organization and implementation of the classroom record-keeping process.
13. Monitor Mental Health observation reports for classroom needs.
14. Monitor classroom placement for Head Start and Early Head Start children.

15. Responsible for collaborating with the Disability Manager and other management staff in training members in the Developmental assessment and conducting assessments.
16. Responsible to plan and execute and monitor developmental screenings within the first 45 days of enrollment in Early Head Start.
17. Responsible for meeting 45 and 90 day Head Start Performance Standard requirements for the Head Start and Early Head Start education area.
18. Responsible for developing and implementing training for the Annual Self-Assessment of Education and transition services in all Early Head Start and Head Start program options.
19. Responsible for reviewing and updating the school readiness plan annually.
20. Collaborate with the Office Manager and Nurse to develop and implement a plan for orientation of new staff.
21. Responsible for monitoring outcome reports and data entry for timeliness and efficiency of reports.
22. Responsible for project budgetary needs for Early Head Start and Head Start equipment and supplies for Center-Base and approve classroom supply/equipment purchased for need and appropriateness prior to purchase.
23. Will attend required and related training as assigned, share information with staff and assist the program to utilize acquired training information
24. Plan and conduct Head Start/Early Head Start staff meetings monthly.
25. Responsible for participating and attend management team meetings
26. Assist and support the program in the pursuit and maintenance of accreditation, licensing and standards of higher achievement.
27. Will plan, train, execute and provide written outcome reports of the program self-assessment
28. Will supervise and monitor the job performance of all staff.
29. Will complete periodic and annual appraisals and assist in professional development and goal planning as well as the identification of training needs.
30. Other duties as assigned.

Terms of Employment: Salary and work year to be established by Carroll County Board of Education Policy

Evaluation: Performance of this positive will be evaluated in accordance with Carroll County Board of Education policy.