

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Head Start Director

Employer/ Agency: Child Care Associates

Job Description: See attachment for job details

Qualifications:

Hours: 8:30am to 5:00pm (or as needed)

Salary:

Send your resume and cover letter to:

Attn: Shelby Ballard

Address: 3000 E. Belknap

City, State, Zip: Fort Worth, TX 76111

Telephone: 817-838-0055

Fax: 817-834-5735

E-mail Address: sballard@childcareassociates.org

Application Method Preferred: www.childcareassociates.org

Opening Date: 11/30/2015

*If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you*



Seeking an Outstanding Head Start Director

Child Care Associates (CCA) is a leader in early childhood education and family engagement services in Fort Worth, greater Tarrant County and in Texas. Under a mission of “Assisting family successes through excellence in comprehensive child care and development services,” CCA focuses on closing the achievement gap for young children through its Head Start and Early Head Start programs, child care subsidies and quality improvement services, and via additional early learning system building efforts. With over \$70m in revenue, CCA carries a significant footprint in the early learning space in Texas.

Child Care Associates is a Head Start and Early Head Start grantee serving approximately 2,000 preschoolers and 300 infants, toddlers and pregnant mothers in Tarrant County with a \$22m+ grant. CCA operates twenty-four (24) child development programs in the communities we serve along with 70+ partnership Pre-K classrooms with seven (7) local school districts. With an eye towards implementing evidence-based parent engagement efforts and two-generation models, CCA’s Head Start and Early Head Start programs stand poised to benefit from the leadership, creativity and data-driven approaches introduced by a new Head Start Director. Child Care Associates is a Founding Member of Educational Alignment for Young Children (EAYC) that is coordinating a continuum of early childhood outcomes from birth to age eight with over 50 other agencies and organizations in Fort Worth.

Reporting to the President/CEO of Child Care Associates, the Head Start Director combines the dynamic roles of leadership, strategic planning, operational management and community collaboration. The Head Start Director oversees a management team of twelve (12), twenty-four (24) Center Directors and 450 (Early) Head Start employees. The Director role is critical to ensuring successful and high quality (Early) Head Start classrooms through the program. The Director also will serve as a positive, supportive leader that demonstrated service, accountability and respect. The Director also plans and collaborates with local school district leaders and community partners to ensure a strong birth-age eight continuum of education and services for young children. This is a highly visible role in our community. This opportunity represents an amazing opportunity for an educational leader in the early learning space to be a part of a team that is driving educational success for young children in the cities of Fort Worth and Arlington, in Tarrant County and in Texas.

Responsibilities:

The Head Start Director systematically leads, directs and manages the Head Start program and Early Head Start program. The Director:

- Develops and maintains a comprehensive program structure to ensure the daily operation of multiple child development centers and joint classrooms with school districts.

- Develops a strong and supportive team of managers and coordinators to help execute the role's many requirements and responsibilities;
- Ensures that Head Start Performance Standards are well-known and supported across the organization.
- Assures compliance with all state and federal requirements and standards, including child care licensing.
- Assures compliance with all Head Start and Early Head Start funding source mandates, applicable laws and regulations and assures that standards are being fully met.
- Supports the overall CCA mission and strategies, models CCA and Head Start values, and supports a strong collaboration with community partners and school districts.
- Develops working relationships with key community leaders and school district leadership.
- Ensures all MOUs and contracts needed for managing the program and partnering with others are active and up-to-date.
- Develops and executes a plan for ensuring non-federal share is met by CCA.
- Utilizes and improves the Information management system to ensure all reports and filings are generated and submitted on a timely basis as required by the grant, the state and CCA.
- Builds a shared governance approach between the Head Start Policy Council and CCA's Board of Directors; guides and directs the Policy Council team to ensure families are engaged and active in leading the program.
- Maintains a strong relationship and interface with the Head Start Regional Office and staff, attending conferences and trainings as appropriate.
- Guides and lead managers and key staff to emphasize and articulate the program achieving the highest standards of quality and performance.
- Reviews and analyzes monthly financial and statistical reports to assess program and budget status and to make course corrections.
- Files all needed reports, updated and data with Head Start.
- Ensures the program is fully enrolled with families and children consistent with eligibility requirements and that attendance is maintained; ensures families experience a responsive, supportive program and staff.
- Remains conversant and aware of literature, news and reports about early childhood, education and community data, management and leadership literature.
- Conducts a community assessment every three years and an update during intervening years that guides the program design and services.
- Develops a pipeline of skilled and degreed early childhood educators in the organization; ensures staff and teachers are fully trained, equipped and educated to drive performance in the classroom.
- Maintains effective communication with the Board of Directors, Parent Policy Council and outside partners including attending all regular Board and some special meetings, attending invited Board Committee meetings, attending all Policy Council meetings, providing all needed reports to the Board in a timely fashion, and providing strategies to resolve problems or challenges.



- Assumes an active role in the program self-assessment.
- Assures remediation of any non-compliance found and regularly incorporates improvements for the program.
- Carries out all supervisory functions and works closely with Human Resources to execute the organization's policies, practices and requirements.
- Develops presentations on the Head Start and Early Head Start programs for communicating professionally and publicly in groups of all sizes.
- Develops a culture of collaborative inquiry and use of data that drives program improvement and decision-making
- Functions as a leader of strength, commitment, inclusivity, and support that distributes responsibilities, fosters creativity and supports ongoing transformation.
- Develops the analytic capacity of managers and coordinators.

Job Requirements:

Bachelor's degree in Early Childhood Education or related field required; Master's degree in Education, Management or related field preferred.

Minimum of three (3) years previous experience as a Head Start Director. Significant experience as a Deputy Director in another Head Start program of scale may be considered.

Demonstrated success in program management, including operational and financial management, evaluation and assessment, and continuous improvement for educational programs.

Demonstrated experience and expertise in Head Start standards and systems; preferred experience with school districts and Pre-Kindergarten programming.

Ability to communicate effectively in written and verbal formats to groups of all sizes and individuals. Demonstrated ability in leading collaborative teams with open, transparent communication.

Demonstrated experience building, leading and inspiring a diverse team of committed professionals with demonstrated experience in staff development.

Desired Qualifications:

- Bilingual abilities.
- Significant experience analyzing data and establishing data-driven approaches to management.

Additional Requirements:

- Access to reliable transportation with a valid driver's license
- Proficiency with technology and Microsoft products; preferred experience with ChildPlus
- Pass physical examination, background check, and fingerprinting screen.
- Ability to lift a child

- Ability to obtain certification in CPR and First Aid

Salary & Benefits:

Outstanding candidates may expect a \$102,500 – \$130,000 salary range

Benefits include

- Medical & Dental Insurance
- Basic Life & AD&D
- 403b Retirement Plan
- Voluntary Life, Vision and Short Term Disability
- Paid Time Off
- 9 Paid Holidays

For more information on the Head Start Director position or to apply, please contact HR at Child Care Associates at (817) 838-0055 or klawson@childcareassociates.org

Equal Employment Opportunity Statement

Equal Employment Opportunity laws prohibit discrimination against individuals on the basis of race, color, religion, sex, national origin, age, or disability. Reasonable accommodations may be available upon request to individuals with disabilities.

Disability Accommodations:

Child Care Associates adheres to the requirements of the Americans with Disabilities Act & Amendments and provide the opportunity and accommodations for persons with disabilities to work to their full capabilities where it can be reasonably provided.

Child Care Associates offers many employment opportunities for individuals who meet the minimum qualifications for a variety of jobs. In order to deliver excellent services to our customers, our employees must commit to achieve excellence in their job performance.