

**DIRECTOR HEAD START**

**NATURE OF WORK**

This is highly responsible administrative work directing and coordinating Palm Beach County's Head Start program.

An employee in a position allocated to this class is responsible for planning, coordinating and administering a comprehensive child development program. Work involves program planning and design in accordance with Federal, State and local policy, guidelines and objectives; coordinating staff and program development for maximum service delivery effectiveness; monitoring and evaluating total program and program components; providing technical assistance to agency and staff in all operational areas. Work also entails providing assistance to the Program Policy Council in the areas of policy formulation and implementation and organizational planning and programming. Work is performed under the general direction of the Director, Community Services Department.

**EXAMPLES OF WORK**

Provides technical assistance for staff in cooperation with Area Coordinators in order to assure the health, safety and positive growth development of the children, their families and the staff.

Provides general direction for Head Start program utilizing all agency and program guidelines and instructions as a basis for parent, staff and community involvement in the development of comprehensive components plans, funding applications and center and home based child development activities.

Provides technical assistance in cooperation with Area Coordinators to assist staff and parents in the formulation of methods of self-evaluation and development of objectives to meet performance standards; supervises related supportive services programs.

Assists the Policy Council in the areas of policy formulation and implementation, organizational planning and programming, public relations and liaison with civic, professional and governmental organizations.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the Federal, State and local guidelines and regulations pertaining to the Head Start program.

Considerable knowledge of the principles, theories and practices of child development.

Considerable knowledge of recent developments, current literature and sources of information related to child development and psychology.

Considerable knowledge of the relationship between economic, social and psychological factors related to child development.

Knowledge of the principles and practices of public administration.

Knowledge of the methodology and tools of program review and evaluation.

DIRECTOR HEAD START - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D

Ability to plan, develop and coordinate complex and interrelating working procedures into a comprehensive child development program.

Ability to develop and coordinate training programs.

Ability to prepare detailed and comprehensive program related plans, proposals and reports.

Ability to address an audience effectively and to present comments and opinions clearly and concisely, both orally and in writing.

Ability to develop and maintain effective working relationships with the social and medical professions, community organizations, staff personnel and the public.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a Master's Degree in Early Childhood Education, Child Psychology, Special Education, Psychology, or related field; five (5) years administrative and programmatic experience in the field of education, child care or related; or any equivalent combination of related training and experience.