



## POSITION DESCRIPTION

<b><u>Job Title:</u></b>	Associate Director – Head Start
<b><u>Job Status:</u></b>	Full-Time, Benefits-Eligible
<b><u>FLSA Classification:</u></b>	Exempt
<b><u>Reports To:</u></b>	Director, Preschool Programs

### Position Summary

The Associate Director works to ensure that the overall school readiness goals are met for the program and works as an active member of the Early Childhood Management Team to carry out the responsibilities outlined in this position description. The Associate Director also assists the Director and serves as the key point of contact in the absence of the Director.

### Primary Responsibilities

- Ensures that early childhood education services are implemented in a high-quality manner to support school readiness for all children
- Ensures that curriculum components are implemented in a manner that meets the needs of children enrolled in our preschool program
- Ensures that children with special needs are integrated into the classroom and that required modifications needed are made (including consultations with preschool special education staff from the Alexandria City Public Schools); making sure IEP are complete, working with staff and parents to ensure that children demonstrating delays or concerns are referred to Child Find
- Ensures that teaching staff are entering screening and assessment data as required to document child progress in each classroom
- Ensures that teaching staff are conducting Home Visits and implementing strategies that keep parents informed (conferences, notes home, etc.) about child progress and opportunities at home to reinforce development/learning
- Works with Curriculum Specialist and Quality Assurance Director (and additional consultants as required/necessary) to determine how to best target added support to new teachers and those that are most in need of assistance based on classroom data regarding environment and classroom-level data on child progress
- Works with the Associate Director, Family & Community Engagement to ensure that opportunities to support school readiness are reflected across both home and school
- Designs a strategy for classroom assessment (ERS, CLASS, and ELLCO) based on data from previous program years
- Facilitates quarterly teacher meetings where staff members have a chance to discuss results and opportunities for modifications, etc. where necessary

### *Transition Planning*

- Designs and implements strategy to ensure smooth transition from Head Start into K12 system
- Participates in external partnership meetings with ACPS to facilitate transition planning and other efforts that address aspects of education and disability services

### *Supervision/Professional Development for Teaching Staff*

- Supervises and conducts performance appraisals for 32 Teachers and Assistant Teachers
- Implements plan for integrating new teaching staff into the early childhood program
- Maintains data on teacher/assistant teacher qualifications and progress on education requirements
- Identifies professional development needs of staff to help inform the creation of an Annual Professional Development Plan completed by the Director
- Conducts monthly meeting with teaching staff at each site to address cross-cutting issues and identify areas that many require additional support and/or engagement from other staff within the program

### *Administrative/Other*

- Complies data required for monthly, quarterly and annual reports
- Ensures that requests for educational/classroom supplies are reviewed and submitted to the Director for approval in a timely manner
- Serves as the program's primary point of contact in the absence of the Director
- Performs other duties as assigned

### **Required Qualifications**

- Bachelor's Degree in Early Childhood Education or related field
- Minimum of 5 years of past experience successfully supervising teaching staff and designing curriculum approaches
- Knowledge of Head Start, Child Care Licensing, and/or NAEYC Accreditation
- Red Cross First Aid, CPR Certification, and a valid Driver's License required
- Proficiency in MS Office programs (especially Word and Excel)
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture
- Strong verbal and written communication skills
- Resourceful, creative, and excellent problem-solving skills
- Strong interpersonal, supervision, administration, and management skills
- Ability to maintain a high level of professional and personal integrity
- Ability to prioritize multiple tasks while maintaining attention to detail
- Ability to interact/communicate effectively with children, families, and staff at all levels from diverse cultural and socio-economic backgrounds

### **Preferred Qualifications**

- A Master's degree in Early Childhood Development with a focus on curriculum and instruction