

Primary Responsibilities:

1. Ensure compliance with all performance standards and other federal and state regulations and ensure they are carried out during daily work functions of the program.
2. Monitor the program service area plans to ensure they are updated, approved and implemented.
3. Develop policies and operating procedures based on all federal and state regulations in coordination with the Program and Fiscal Administrator.
4. Ensure the implementation of all applicable Head Start Standards. Inclusive of the delivery of measureable early childhood education outcomes.
5. Responsible for an outcome-based, data-driven approach within our Head Start and Early Head Start programs.
6. Responsible for updating, conducting and analyzing annual parent surveys.
7. Develop and maintain a monitoring system for program services.
8. Provide training/guidance to maintain high quality education services to staff and families.
9. Prepare grant applications in coordination with the Program Administrator, Fiscal Administrator, staff, Policy Council, Board, parents and community.
10. Assist in preparation of program budget and administer the budget throughout the fiscal year.
11. Prepare and publicize the program's Annual Report.
12. Assume responsibility with Program Administrator for completion of all necessary reports, training, working with Regional office and contracting agencies.
13. Responsible for the overall hiring and termination of staff with involvement of the Policy Council, Board, Program Administrator and Human Resources.
14. Recruit, select, and train staff in coordination with Program Administrator, Human Resources and the appropriate supervisor.
15. Responsible for the development of appropriate job descriptions in accordance with the agency's personnel policies and procedures as well as personnel reorganizations and reductions in force subject to the approval of the Board and Policy Council.
16. Research and inform the Board of available resources (private, state and federal) to increase the scope and quality of programs in early childhood education and family services.
17. Report to Policy Council and Board on a monthly basis to discuss reports, budgets, program planning, reviews, policies, program objectives, etc. Provide Board and Policy Council with adequate information to ensure they can reach sound decisions in their governance of the program. Coordinate appropriate communication with Board and Policy Council.
18. Provide annual orientation training, as well as training throughout the program year, to Board and Policy Council members.
19. Direct general and fiscal program planning for the agency in conjunction with the Board, Fiscal Administrator and Program Administrator.
20. Responsible for the organization of Policy Council and Board meetings in coordination with the Program Administrator. Ensure communication is shared between Policy Council, Board and staff.

21. Oversee Child Plus data tracking system to ensure data is coded for Program Information Report (PIR).
22. Supervise and monitor all other service areas and their procedure plans in coordination with the Program Administrator in order to achieve compliance with the Performance Standards.
23. Work closely with the Program Administrator to maintain a consistent flow of services in the program.
24. Maintain written and oral communication flow with office, management and staff via staff meetings, site visitations and written communications.
25. Visit centers periodically to maintain a communication flow between centers, home base and central office.
26. Provide feedback to Oahe Child Development staff at all sites through meetings, observations of on-site visits, group socializations for parents and children, review of records, enrollment levels, etc.
27. Interact and be available to engage with parents during parent meetings, socials, drop off and pick up times in order to build relationships and provide support to parents and families. Engage with families in order to be familiar with and appreciate the ethnic and racial heritage of program families.
28. Establish and maintain the calendars for parent meetings, activities, and training sessions, for both staff and parents.
29. Ensure that families are informed, and information is shared through the use of our School Messenger or other system.
30. Maintain professional stature through research writing, attending professional meetings and serving on committees.
31. Provide information of available community services and resources and how to access them.
32. Assist specialists with employee personnel issues if needed.
33. Maintain knowledge of all new programs and innovations in child development and implement those that are applicable.
34. Responsible for annual program review.
35. Responsible for coordinating, conducting and analyzing the community needs assessment.
36. Develop training plans through evaluation of staff needs and staff professional development plans. Approve and schedule trainings in collaboration with the Career Development Committee.
37. Responsible for planning and implementing all monthly staff meetings, including annual pre-service training and annual reflective training, as well as other miscellaneous trainings throughout the program year.
38. Meet with management team bi-weekly.
39. Review and comment with Specialists on evaluation reports and recommendations.
40. Seek out opportunities to educate the public regarding Oahe Child Development Center's services. Speak at service groups when applicable.
41. Develop and implement interagency agreements with community partnerships.
42. Attend and maintain a positive working relationship with local interagency councils and groups in order to provide open lines of communication and work together to meet the needs of our children and families.

43. Be an active member of the Health and Mental Health Services Advisory Committee.
44. Attend the South Dakota Head Start Association meetings and work in collaboration with them for the improvement of child and family services within the state.
45. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and completes employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Monitor staffing and scheduling for employees he/she supervises.
5. Provide reflective supervision with staff he/she supervises at least once a year.
6. Responsible for professional development of staff he/she supervises.