

HEAD START DIRECTOR OF EDUCATIONAL SERVICES

DEFINITION: Under administrative direction, performs work of unusual difficulty in providing professional expertise and oversight of an integrated team of content area Quality Assurance Managers to ensure compliance with the Head Start Performance Standards and program/content area goals and objectives; oversees and directs professional development, planning and monitoring of quality improvement and assurance activities; develops and implements school readiness plan which includes early childhood education curriculum and ongoing assessment; plans, organizes and directs the Educational and Dine' Culture and Language services of Navajo Head Start; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees and supervises an integrated team of content area quality assurance managers to ensure compliance with Head Start Performance Standards and program/content area goals and objectives; establishes goals, objectives and priorities within the context of sound child development principles; develops and implements education strategic plans consisting of a monitoring component of children's educational and Dine' culture and language requirements; monitors and evaluates the implementation of curriculum which enhances social competence and school readiness through ongoing assessment, observation and child outcomes; coordinates educational activities, curricular objectives and instructions; provides educational resources for staff and parents; implements best practices in the field of early childhood education and supports the development of program goals to improve children's school readiness through regular data aggregation and analysis.

Participates in program planning and development through self and community assessments; works cooperatively with content area managers and other agencies to meet the needs of families and children by coordinating services, referrals, transition plans and communication; develops, implements and monitors consistent quality early childhood services; conducts work groups to assess program needs, plan and establish program practices and strategies for system/progress improvements and/or development of early childhood education; reviews and revises service delivery plans, policies and procedures; works closely with facilities manager to create center schedules and assure facilities and transportation support daily services to children and families and comply with Office of Occupational Safety and Health and Head Start standards; establishes systems for tracking and monitoring classroom supplies, furnishing, curriculum materials, bus and other equipment/facilities repair and safety.

Plans, directs and supports the work of assigned staff; develops and supports professional staff development plans; maintains content area expertise; keeps abreast of Head Start/Early Head Start, Office of Environmental Health and other applicable regulations and resources; reviews and updates program procedures and communicates applicable information to staff to ensure program compliance; conducts on-site visits, classroom observations and monitoring; provides feedback and guidance to teaching staff to build capacity; conducts annual evaluations; ensures strict confidentiality of children, family and staff information in accordance with established policies and procedures; ensures integration of content area services for children and families; develops and monitors budget of service areas.

Determines and recommends appropriate training needs to meet program goals and objectives; plans and coordinates training with content area quality assurance managers; develops and disseminates resources and best practices for the implementation of quality improvement efforts; work with professional development and training specialist to develop training/technical assistance plans for staff training needs; provides technical assistance and information to stakeholders; attends meetings, training and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

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KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of educational administration and processes.
Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of reporting systems, financial controls, program analysis and performance measures.
Knowledge of quality improvement processes, protocols, changes and updates.
Knowledge of program operation activities, mission and client service requirements.
Knowledge of data collection and information processes and systems.
Skill in developing and analyzing strategic plans, operating systems, procedures and controls, budgets and forecasts.
Skill in implementing management procedures, controls and budgets.
Skill in developing and executing documents and reports, short/long term goals, objectives and program performance measures.
Skill in managing staff and complex internal relationships.
Skill in maintaining open communication and effective working relationships.
Skill in providing advice and direction to subordinate manager, supervisors and staff.
Skill in the collection and analysis of information to arrive at sound conclusions and recommendations.
Skill in researching, compiling and preparing reports and related information.
Skill in oral and written communications; making presentations and providing training.
Ability to analyzes complex procedures and systems and develop problem solving strategies.
Ability to supervise and carry out the analysis and preparation of reports and budgets.
Ability to handle highly stressful and sensitive situations in a professional manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Master's degree in Education, Special Education, Elementary, Early Childhood Education or a closely related field; and four (4) years of administrative work experience including teaching and education services preferably in early childhood education, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Doctorate degree.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.