



Maximizing Access for the
Advancement of our Communities

HEAD START DIVISION

800 W. Los Vallecitos Blvd. Suite J, San Marcos, CA 92069 (760) 471-4210, Fax (760) 471-3753

JOB TITLE:	Head Start Assistant Director	STATUS:	Regular / Full Time / 52 Weeks
		FLSA Status:	Exempt
PROGRAM:	Head Start Administration San Marcos	EEOC Job Category:	First/ Mid Level Officials & Managers
SALARY RANGE:	Dependent upon qualifications		
OPEN	Position is open until filled. Apply immediately.		

Definition

Under direction, will assist in the management of the Head Start, Early Head Start, and State Preschool Programs, in compliance with State Regulations & Federal Performance Standards. Specific duties, primarily managed through subordinate staff and coordinated with MAAC administration, are related to the administrative management of the Head Start Program and may include, but are not limited to, budget, fiscal and organizational analysis, contract and grant writing, submission and administration, resource development, fiscal and operations supervision, procurement, personnel management and other administrative duties.

Primary Duties

- Provides primary administrative support and supervision of specific Head Start Service areas and the supervision of the managers and/or supervisors of those service areas/programs.
- Develops and implements goals, objectives and guidelines utilizing resources effectively to improve efficiency and effectiveness.
- Directs and/or prepares the departmental operating budget at program and detail levels, establishes guidelines for monitoring departmental revenues and expenditures, coordinates requests for budget adjustments and processes departmental encumbrance and expenditure documents.
- Ensures that the administrative functions supervised are in compliance with complex federal and state laws, rules and regulation and local codes and standards and MAAC policies. Implements changes to processes required by changes contained in a labor contract, legislation and/or state and federal guidelines.
- Serves as the main contact for budget planning and grant writing, working in close consultation with other senior management staff including, but not limited to, the Head Start Program Director, the President/CEO, the CFO and the and the CHRO. This includes, but is not limited to such activities as:
 - Preparation of the Annual Budget, Special Budgets
 - Developing the GABI Report
 - Line item review for Program Budget
 - Serving as Head Start staff advisor to the Policy Council Finance Committee.
- Recommends and develops very complex departmental and/or systems and procedures related to budget and other administrative functions or programs. Provides direction and advice to others regarding these systems and procedures.
- Represents the department in meetings with other departments in matters relating to budget accounting, personnel issues and other administrative functions; represents the department to outside agencies and other groups.
- Oversees the analysis of fiscal reports to monitor program operations (monthly, quarterly, annually), and

monitor non-federal share (in-kind) activities and results. Work with Fiscal Analyst on report preparation to be used in carrying out responsibilities.

- Works closely with assigned staff from the agency Fiscal Department to ensure proper documentation, processing of invoices, receipts and other paperwork.
- Coordinates with MAAC IT Director to ensure systems, processes, and needs for the Head Start Program are carried out.
- Develops and provides complex reports to management, performs special analyses, planning, and special studies on which management bases major decisions that impact the department or overall administration.
- Negotiates and administers contracts, agreements and leases with vendors, agencies and contractors.
- Performs outreach and public relations, as required, to provide information about administrative processes or programs supervised.
- Assists in oversight of the Head Start, Early Head Start, and State Pre-School Grant Application process and its timely submission, as well as any supplemental requests.
- Supervises subordinate supervisory and other staff to include: prioritizing and assigning work; conducting performance evaluations; ensures staff are trained; and, in conjunction with other MAAC senior staff, making hiring, termination, and disciplinary recommendations.
- Serves as the main contact in the development of the 3-year Community Assessment and yearly Community Assessment updates.
- Assists in the regular analysis of reports to monitor program operations.
- Serves as the main point of contact for the development of additional funding sources, including state programs, grants, gifts, etc. to enhance Head Start operations.
- Provides technical assistance in program compliance, management and operations. This includes, but is not limited to, working with Head Start Service Area managers and other staff on policies and procedures; developing and refining departmental technology for the agency; visitation and monitoring of program sites; collection and analysis of Program Information Report (PIR) data; development of Service Area Plans and reports; collection and analysis of information to develop yearly Training and Technical Assistance (T&TA) plans.
- Assists in the development and implementation of Program Self-Assessment plan(s).
- Provides oversight to the operations and upkeep of all program facilities and the transportation function including but not limited major repairs and maintenance.
- Provides oversight to site selection process and lease negotiations.
- Performs other duties of a similar nature or level.
- Attends and assists with Policy Council Meetings and Trainings.
- Position requires some evenings and weekend work.

Minimum Qualifications: *Knowledge/Skills/Abilities*

- Comprehensive experience and awareness of program management such as Head Start Performance Standards and other related federal regulations.
- Knowledge of theory, principles, practices, and techniques of business, financial and personnel administration.
- Knowledge and experience administering complex laws, regulations, rules and practices including Federal and State contracts and grants.
- Knowledge and experience in managing and writing grant submissions.

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- Experience working with complex budgets, budget planning, monitoring, including developing spreadsheets, and methodologies for tracking donations such as In-Kind.
 - Knowledge of management and leadership principles; ability to effectively supervise, direct and evaluate staff.
 - Ability to develop, implement and administer operating and/or capital budgets.
 - Ability to prepare and present analysis and recommendations to a variety of audiences.
 - Superior computer skills, including Internet operations and various Microsoft applications or equivalent software.
 - Ability to effectively supervise, direct and evaluate staff.
 - Ability to read, write and analyze reports and complex financial data.
 - Ability to effectively manage and facilitate meetings using a shared decisions making approach.
 - Ability to interpret Head Start Performance Standards and other federal and State regulations including the ability to assist others to comply with Federal Regulations
 - Ability to supervise critical program operations.
 - Ability to relate positively and effectively with staff and families of various cultures, disabilities and socio-economic backgrounds.
 - Ability to establish effective and cooperative relationships with all staff levels, including parents, volunteers, public officials and the general public.
 - Ability to communicate courteously and effectively both orally and in writing.

Value-Based Behaviors

- Listens attentively to others. Asks clarifying any questions to gain a better understanding of the other person's views and underlying assumptions.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Attends work consistently and punctually. Arrives to meetings prepared and on time; honors work commitments; follows through on what was agreed upon; meets deadlines.
- Honors the private and confidential matters of co-workers. Protects the proprietary information of MAAC Systems.
- Follows rules, regulations, and policies; positively contributes to implementing changes.
- Deals with issues directly, in a respectful and timely manner. Focuses on resolving the issue while not criticizing the person.

Education/Experience/Special Requirements

- BA/BS in Business Administration or a related discipline; MBA or MA with emphasis in Business Administration, Program Administration or a closely related field is highly desirable. Experience with Early Childhood Education is highly desirable.
- A minimum of five (5) years of experience in Program Administration & Management; a minimum of three (3) years of grant writing and/or grant management; a minimum of five (5) years of experience managing and supervising subordinate staff. Experience with Head Start, and/or a similar type of program experience, is highly desirable
- The ideal candidate will be fluent in Spanish with the ability to relate to a wide socio-economic and diverse group.
- This position will work out of the Head Start Administrative Office located in San Marcos, CA.

Health Requirements

Must have a physical examination and TB clearance as required by state and federal regulations and drug screen by a doctor/clinic designated by MAAC prior to the first day of hire.

Physical and Mental Demands

Employee is required to sit, walk or stand; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift, push or move more than 25-50 pounds. This job includes close vision and the ability to adjust focus; use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret complex situations; learn and apply new information or skills; perform work on multiple, concurrent tasks; and interact with program management, staff, clients, vendors and others encountered in the course of work.

Background Clearance

Positions subject to a background and/or credit check are those that may involve, but are not limited to the following: responsibility for the care, safety and security of people, including children and minors, or property; direct access to, or control over, cash, checks, credit cards, and/or credit card account information; authority to commit financial resources of MAAC through contracts greater than \$5,000; control over business processes, either through functional roles or system security access; access to detailed personally identifiable information about employees which might enable identify theft; access to controlled substances; or possession of building master or sub-master keys for building access.

Note: California Start law requires background criminal checks on anyone who works in a licensed childcare facility who is not a client. Must have or obtain a current criminal background check clearance, signed criminal record statement, and signed Acknowledgement to Report Child Abuse form prior to the first day of employment.

Transportation

Must have and maintain a valid California Driver's License, daily use of a personal, insured vehicle, and an acceptable Motor Vehicle Report. Incumbents will be enrolled in the California DMV Pull Program.

HOW TO APPLY:

Please download an application from the employment section of our website, www.maacproject.org and send the completed application via email to Maria Perez at jramos@maacproject.org with your resume and transcripts. You may also fax your documentation to (619) 426-3443 or submit your application materials in person to Human Resources located at the MAAC Administration Office, 1355 Third Avenue, Chula Vista, CA 91911.

Disclosure: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

In compliance with The Immigration Reform and Control Act of 1986 (IRCA), new employees are required to prove that they are legally entitled to work in the United States and must provide documents that establish both identity and employment eligibility as required for completion of the Employment Eligibility Verification form (Form I-9).

MAAC promotes a diverse workforce and is an equal opportunity employer.

Applicants with disabilities requiring special attention and/or interview arrangements may Contact Human Resources.

MAAC Administrative Offices
1355 Third Ave., Chula Vista, CA 91911
(619) 426-3595 • HR Fax (619) 426-3443
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