



JOB SPECIFICATION

JOB TITLE: Director, Office for Children, Youth and Families

REPORTS TO: President and Chief Executive Officer

LOCATION OF JOB: Head Start Central Office

SALARY RANGE: \$95,530.00 - \$131,000.00 annually

SUMMARY OF JOB:

This is a senior management level leadership position, whose duties and accountabilities include supervising the programs of the Office of Children, Youth and Families (OCYF). The primary accountability of the Director of OCYF is oversight of the agency's Head Start programs. The Director of OCYF provides leadership to the development, delivery and quality of all program services. The OCYF Director is responsible for staff development and supervision, program compliance and evaluation and supporting the goals of Total Community Action, Inc.

JOB DUTIES:

1. Plans, formulates, coordinates, and implements an administration plan that ensures Head Start Grantee and Delegate agency operations are compliant with all applicable HHS guidance, policies, mandates, and Head Start performance standards.
2. Implements performance based management as a vehicle to support effective management and supervision of departmental employees. Assigns, develops, trains, supervises, and evaluates program staff and their work. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.
3. Interprets all governmental statutes, regulations, transmittal notices and memorandums pertaining to the Head Start Program. Directs program operations in a manner consistent with the requirements of contractual agreements, laws, regulations, and funding documents.
4. Collaborates with the Administrative Leadership of the agency to ensure that the agency operating and administrative policies and procedures assure efficient program operation and compliance with all contractual terms, conditions, and obligations.

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5. Directs the development of program financial plans and budgets including operating costs, capital and extraordinary expenditures, and submits consolidated annual budgets to the President/CEO, Board of Directors, the City Wide Policy Council, and funding sources for approval.
6. Develops the necessary systems and procedures to assure implementation of program coordination. Supports and assists Deputy Director (s) and component coordinators in preparing and updating component plans.
7. Coordinates the development of program action plans, and ensures that program operations and activities are consistent with approved plans, and are achieving desired outcomes.
8. Convenes at minimum monthly leadership team meetings; and other meetings of staff personnel, delegate agencies, child care partners and special committees to obtain guidance, provides leadership and coordinates the activities of these groups to the best interest of the agency and program.
9. Initiates innovation program ideas and develops proposals for funding; and recommends plans to President/CEO, Policy Council and Board of Directors that are consistent with the overall mission of the agency.
10. Serves as an advocate for the Head Start Program. Promotes good public relations by serving on boards, committees, and participating in community activities.
11. Serves as liaison between program agency, Board, grantee, policy groups, councils, and community agencies.
12. Fosters shared decision making with the City Wide Policy Council, and maintains a positive relationship with the Policy Council, works closely with that group to ensure organization, training, and effective operation in accordance with Transmittal Notice 70.2,
13. Provides periodic program reports to the grantee administration, policy council, ACYF Regional Office, and other agencies.
14. Ensures compliance with ongoing evaluation systems and that system is compliant with Head Start programming, including fiscal accountability and cost-effectiveness.

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15. Maintains a positive relationship with TCA Board of Directors, state Head Start Leadership Team, and the La. Department of Education.
16. Serves as a member of the agency's senior management (leadership) team. Works collaboratively with the management team to develop and review agency image, media and communication materials.

SKILLS/ABILITIES/ATTRIBUTES:

- Facilitative leader, with commitment to creating positive change for children and families.
- Creative problem-solver with the ability to use data and sound judgment to drive decision-making.
- Excellent interpersonal and communication skills, including the ability to work as part of a highly collaborative team within the organization and build positive rapport with key community groups and constituents
- Organizational skills sufficient to efficiently manage multiple tasks, associated documentation and deadlines.
- Sensitivity to issues that impact families in a highly in an urban environment.
- Passion for the mission, values, and work of TCA children and Head Start, making a difference in the lives of society's most vulnerable and underserved members.
- Proficient with Microsoft computer applications - Microsoft Outlook, Word, Excel, Power Point and ability to learn and master other computer technology /software programs, as needed
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EDUCATION/EXPERIENCE

- BA degree in Social Work, Early Childhood Education, Administration or Educational Leadership or related fields is required; Master Degree strongly desired.
- Minimum of 5 years' experience in an executive position, including experience in program oversight, budgeting at least \$5 million in public funds, facilities management, and staff management, preferably within a multi-site operation and in a field related to early childhood care, education, or families.
- Significant staff management experience, managing teams of at least eight individuals.
- Demonstrated experience in program planning, operations, and evaluation, and the use of management information systems.
- Demonstrated experience in change management environment requiring leadership in defining process and establishing relationships, both internal and external.

- Experience with quality rating systems