



Job Description for: Director, Early Head Start / Head Start

Project/Program: Head Start/ Early Head Start

Supervisor: COO and/or Executive Director

Salary: \$75,000-\$85,000

Hours: Monday through Friday

Classification: Exempt Full Time

Position Summary:

The Director of Early Head Start/Head Start is a visionary and strategic leader responsible for the comprehensive administration of a multi-site early childhood education program serving children and their families. Overseeing 10 locations, staff, and budget, the Director ensures full compliance with federal, state, and local regulations while setting and maintaining high standards of quality, operational excellence, Head Start performance standard, and community impact. This role is pivotal in sustaining current success and shaping the future direction of the program. The Head Start Director will treat all individuals with respect and dignity, ensuring our customers maximize the programs and services available to them, which shows SHORE UP's commitment to empowering people to be self-sufficient.

Responsibilities:

Program Leadership & Compliance

- Ensure all federal Head Start Performance Standards, funding source mandates, and relevant laws and regulations are consistently met or exceeded.
- Ensure that all state childcare licensing requirements are met regarding Child and Adult Care Food Program (CACFP)
- Ensure that reporting of any suspected cases of child and abuse and neglect: as required by law, is done following SHORE UP, Inc's policies and procedures.
- Cultivate a culture of excellence through internal practices and strategic partnerships.
- Lead program planning in collaboration with staff, the Policy Committee, and the Board of Directors to define and implement long- and short-term goals.
- Exceptional leadership and interpersonal skills to inspire and motivate a diverse team.
- Ability to navigate complex challenges with resilience and creativity

Financial Oversight

- Monitor a multi-million-dollar budget through regular analysis of financial reports, identifying and mitigating potential risks.
- Oversee procurement in alignment with federal and state bidding requirements.
- Work with the Fiscal office to maintain budget integrity and ensure fiscal responsibility.
- Meet required non-federal share targets and identify opportunities for supplemental funding.

Strategic Planning & Community Engagement

- Lead the Community Need Assessment and participate in strategic planning to guide service delivery and funding opportunities.
- Serve as a liaison with community organizations to foster strategic collaborations.
- Represent the agency in external meetings and initiatives to enhance community partnerships and visibility.

Governance & Board Relations

- Maintain strong, transparent communication with the Board of Directors and Policy Council Committee through regular reports, meetings, and training.
- Support governance bodies with data-driven insights and ensure their active involvement in major program decisions.
- Attend SHORE UP's Board of Directors meetings

Staff Oversight & Development

- Directly oversee the performance and development of a diverse team of employees.
- Ensure a strong management structure through supervision, coaching, and regular performance reviews.
- Seek and implement professional development opportunities to build staff capacity and morale.
- Make hiring and personnel decisions in alignment with agency policies, legal guidelines, and Head Start parent engagement requirements.

Quality Assurance & Program Improvement

- Develop and maintain monitoring and self-assessment systems to ensure ongoing compliance and continuous improvement.
- Respond promptly to audit findings or assessments with corrective actions and strategic improvements.
- Ensure learning environments are safe, inclusive, and well-resourced, in partnership with education and facilities teams.

Technical Skills and Relevant Technologies

- Familiarity with data analysis tools and reporting systems
- Experience with educational technology tools that enhance learning outcomes
- Perform record keeping and reporting tasks as required. Prepares and submits accurate report for Program Information Report(PIR) annually.

Family & Community Relations

- Ensure program enrollment goals are met and maintained in accordance with eligibility requirements.
- Address and resolve parent concerns and grievances professionally and collaboratively.

Qualifications:

- Bachelor's degree required; Master's degree in Early Childhood Education, Public Administration, or related field strongly preferred.
- Minimum of 5 years of leadership and supervisory experience including oversight of multi-site programs and large teams.
- Have knowledge of Head Start Performance Standards and applicable federal/state regulations.
- Demonstrated financial acumen and strategic planning experience.
- Excellent interpersonal, communication, and organizational skills.
- Proven ability to foster cross-sector partnerships and lead in diverse, community-based environments.
- Experience with program evaluation and data-driven decision-making.
- Strong communication skills, both written and verbal, to engage effectively with various projects
- Ability to have time management skills
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between projects.