



**POSITION DESCRIPTION**

<b>JOB TITLE: Head Start Program Coordinator</b> Job Class: 1520		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Head Start	<b>DIVISION</b> Office of Academic Excellence
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) The Head Start Program Coordinator has direct responsibility for the overall operation of the Head Start Program which includes providing leadership, direction and management of staff and program; ensuring compliance with federal and state regulations and guidelines; effective collaboration with public and private organizations, agencies and institutions; establishing and maintaining effective management and service delivery systems to ensure the implementation of quality services to children and families; and working in partnership with the Head Start Policy Council and the Milwaukee Public Schools Board of School Directors.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Formulates, coordinates, and implements the Head Start Program by providing direction and leadership for all service area managers, content area specialists, and administrative staff. Establishes administrative and operating policies and procedures to assure effective program operations and service delivery in compliance with applicable federal and state rules and regulations.
2. Monitors program components for compliance with performance standards. Assigns, supervises and evaluates program staff and makes recommendations on personnel actions such as employment, retention, promotion, and termination.
3. Establishes and maintains a system for program planning that facilitates the formulation of long and short range goals and objectives and the development of the written program plan.
4. Interprets all governmental regulations and transmittal notices and develops policies and operational procedures based on these guidelines.
5. Works cooperatively with MPS Finance Department in the development of the Head Start budgets and financial plans.

6. Assures the completion of the annual self-assessment and bi-annual community assessment and other monitoring strategies as part of an ongoing system of program evaluation to ensure accountability and quality control of the program's management and service delivery systems.
7. Provides leadership for the Policy council representation to ensure parent participation in the process of decision-making as it relates to the nature and operation of the program. Establishes clear lines of authority and channels of communication among staff, parents, policy groups and the community at large.
8. Conducts regularly scheduled staff meeting to exchange information, obtain guidance, provide leadership and to coordinate the activities of the program. Provides guidance and leadership at policy council and parent group meetings to the best interest of the agency and program.
9. Provides written reports and program updates to the Board, Policy Council and other agencies as required.
10. Composes federal and state grants for refunding and continuation of the Head Start Program, in collaboration with the district grant office.
11. Serves on committees and task force groups as needed. Attends local, regional and national Head Start training conferences. Attends monthly planning meetings with city-wide Head Start directors.
12. Takes a leadership role in Head Start program audits. Works to resolve non-compliance issues.
13. Actively supports the MPS Strategic Plan.
14. Completes other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction only, works from broad policies on specific objectives. Independence is stressed and work is reviewed through results.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises all Head Start employees.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements (Include certificates, licenses, and/or registrations required).**

Master's degree and a minimum of four years of successful experience in administering an early childhood program and working with low income families. Wisconsin State certification in K-12 supervision or the ability to obtain certification within two years.

**Experience Requirements**

Supervisory experience with two years of experience with coordinating projects/programs in cooperation/collaboration with MPS and community agencies.

**Knowledge, Skills, and Abilities**

Excellent oral, written and interpersonal communication skills are essential. The ability to work with a wide range of constituencies in a diverse community and to provide appropriate information on

procedures to affected people is necessary. Incumbent must be able to gather data and compile critical information to prepare reports. Demonstrated experience in soliciting support and assistance from business and the community. Strong leadership and management experience is desired and a thorough understanding of group dynamics and a belief in the importance of team building is essential. Must be able to make administrative and procedural decisions and judgments. Proficient skills in Microsoft Office software, to include word processing, spreadsheet and database applications, are required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Those associated with a general office environment. Some travel.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**