Job Title	**Head Start Director**
Program	**Head Start/UPK**
Supervisor	**Chief Executive Officer**
Classification	**Exempt**
Grade	**E-4**
Approved:	**03/20/2025**

Job Purpose:
The Head Start Director manages the Opportunities for Otsego Head Start and Universal Pre-Kindergarten programs. Responsibilities include program management, ensuring program compliance, employee management, budget management, writing proposals and reports, and representing programs in the community.

Duties:
- Direct programming and operations for Head Start and Universal Pre-Kindergarten
- Ensure compliance with program requirements, standards and operations with the NYS Office of Children and Family Services, HHS Administration for Families and Children, NYS Department of Health and other funding sources
- Establish and maintain a system for overall supervision and the effective operation and coordination of daily programming
- Prepare program funding proposals
- Prepare and manage program budgets
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Work as an advocate for children and families in the community, ensuring good use of community resources, addressing community concerns and suggestions, and promoting Opportunities for Otsego programs
- Ensure personnel policies, job descriptions, staff training programs, and staff job performance requirements are followed and maintained
- Represent Opportunities for Otsego Head Start program at state, regional, and federal levels
- Participate in trainings and meetings
- Serve as liaison to Policy Council and communicate all required program information
- Assist with obtaining program in-kind
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:
Bachelor's degree in education, management, or administration and five years' experience in budget management, administration and supervision of staff OR a Master's degree in education, management, or administration and two years' experience in budget management, administration and supervision of staff; valid, unrestricted New York State driver's license

Expected Skills:
Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability; specialized knowledge of the field; consistent exercise of discretion and judgment; work predominantly varied in character; program management; performance management

Working Conditions:
Typical office environment and equipment; local, state and national travel