



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Head Start Principal
Reports To: Early Childhood Director
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: TZ
Prepared Date: 05/2012
Last Revised Date: 03/2016

Summary:

Manage Head Start program operations and staff to ensure quality comprehensive service delivery to target community population. Directs and coordinates high quality Head Start parenting and early childhood development programs by performing the duties listed below.

Essential Duties and Responsibilities:

- Manage Head Start program operations including financial administration, completion and submission of funding applications and status reports; development and implementation of the annual service plan; support of management efforts in all labor relations matters
- Assist Assistant Superintendent and Early Childhood Administrator in developing Head Start program goals and objectives; coordinate with key management and Policy Council to develop program policies and procedures
- Implement internal and external reporting systems to monitor and control programmatic and fiscal activities and to monitor and ensure compliance with federal & state regulations and grant conditions; identify community needs as they relate to the program, adjust services to reflect changing customer needs and ensure efficient utilization of program resources
- Supervise Head Start program staff, including training, development, coaching, and performance evaluation
- Ensure communication with KRESA, bureau and department staff, external department and agency contacts, and program parents; primary contact/liaison to Head Start Policy Council
- Secure program facilities, materials, and equipment through negotiations with contractual facility and service providers, including administration of maintenance needs to remain compliant with federal and state regulations
- Promotes community relations and advocacy, including serving on boards & committees and participating in community activities, to ensure broad community support for program
- Supervise and evaluate instruction provided by staff
- Serve as staff to the Policy Council
- Monitor compliance with established practices and regulations
- Develop budget plan and monitor expenditures and revenue
- Initiate and/or guide positive system changes and training practices
- Serve as School District Liaison for designated programs

Essential Duties and Responsibilities (cont.):

- Coordinate staff professional development and regular staff meetings
- Write proposals for grants and administer grants including funding
- Insure communication and marketing of services with local districts, parents, community agencies, etc.
- Interpret laws, rules and regulations to students, parents and staff
- Oversee the preparation of reports for federal, state and local regulatory agencies
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree in Early Childhood Development preferred. Bachelor degree in early childhood, special education, or related, with five-years experience in an educational environment, including two-years experience managing a multidisciplinary team in a large-scale educational or child development program; or comparable combination of experience, education, and training. Master degree in child development, educational leadership, or public administration, and Head Start experience preferred. Strong written and verbal communication skills and basic computing skills including word processing, spreadsheets, database and internet access. Experience with grant funding administration desired.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Delegates work assignments as appropriate
Keep administrator abreast of department activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Develops strategies to achieve department goals
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

Directly supervises Site Supervisors, Nurse, Curriculum Coordinator, Family Services Coordinator, Administrative Assistant with indirect oversight responsibilities for related support services assigned to the Head Start program; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending the hiring and training of employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a typical office environment using standard office equipment and experiencing prolonged periods of sitting or alternating from sitting to standing. Also has frequent interaction with external agencies and departments (i.e. MI Dept of Health & Human Services, ACYF Region V Office, MI Dept of Education, etc...) Driving of approximately 40-miles per week is expected. Position covered by the OSHA Final Rule Blood Borne Pathogens Act, Category A and has potential for exposure to communicable disease and pests including but not limited to head lice.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.