



PERSONNEL COMMISSION

Class Code: 0721
Salary Range: 46 (M2)

ASSISTANT HEAD START DIRECTOR, FAMILY SERVICES

JOB SUMMARY

Under administrative direction, to coordinate the family-focused services and integrate them with the child-focused services to provide comprehensive programming to enrolled children and their families; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Manage a system of family-services' coordinators/specialists to design, coordinate, implement and maintain programming to meet the needs of Head Start families as defined within Head Start Performance Standards and other Federal guidelines. **E**
- Plan for the integration of family-oriented services with the program's children's services to ensure appropriate and comprehensive programming for enrolled children and families. **E**
- Assure effective transitioning for children to kindergarten by developing and maintaining programs and activities in cooperation with district offices and personnel. **E**
- Maintain an awareness of "best practices" in the areas of social services and parent education and use them to the advantage of the program. **E**
- Maintain an awareness of pending and new legislation, regulations, guidelines that may affect programming and react appropriately. **E**
- Offer and accept training and technical school assistance opportunities, which will enhance programming for Head Start families. **E**
- Analyze current practices, policies, and systems to determine their effectiveness and efficiency and present findings to the program director and others as requested. **E**
- Prepare memos and reports, which reflect and promote program philosophy and which nurture the development of programming and staff. **E**
- Participate in the preparation and management of special grants and projects assigned to family focused services as requested by program director. **E**
- Participate in the formal, internal monitoring process. **E**
- Assist with the selection, supervision and evaluation of family-focused personnel as requested. **E**

- Perform other administrative and managerial responsibilities that promote family-focused programming as assigned. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Assistant Head Start Director, Family Services serves as the administrative head of that part of the Head Start Program for the Long Beach Unified School District, and is responsible for participating in planning and coordination of all activities relating to this program through appropriate subordinate management and support level personnel. An incumbent will be expected to bring specialized subject matter expertise to bear on family services programs, as well as comprehensive administrative and leadership skills to ensure the smooth functioning of dynamic, self governing organizational structures inherent in the Head Start organizational concept with the established administrative structure of the district, as provided for in existing contracts and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent Federal, State, city and other laws, rules, regulations, and guidelines including California Education Code, Head Start Performance Standards, including I-30, Federal Register, and rules, regulations and policies found in a school district environment.

Principles, practices, methods and techniques applicable to the Head Start Program, including program design, objectives, assessment and evaluation.

Budget preparation and finance administration principles and analysis, and control methods.

Principles of organization and work management, staff training and management development techniques.

The principles of human development and the learning process.

The functions of social agencies.

Effective methods and techniques of contract development, negotiation, and administration.

Interagency relationships, jurisdictional parameters, and effective methods of program coordination and supervision.

Personnel management principles and practices, including selection, training, supervision and performance evaluation.

Appropriate safety and security precautions and procedures.

Ability to:

Plan, organize, direct, and coordinate a variety of educational and administrative activities in the diverse multi-cultural, multi-ethnic communities served.

Demonstrate leadership skills.

Identify problem areas of the family services program, and develop and recommend effective measures for appropriate solutions.

Develop and maintain appropriate internal program controls, coordination, evaluation and reporting mechanisms.

Analyze, assess, and interpret statistical and programmatic data.

Apply knowledge gained to practical program administration and public hiring.

Establish priorities and delegate effectively.

Participate in the development and monitoring of a budget; prepare and present a variety of related reports and materials.

Plan, coordinate, and lead a variety of meetings, workshops, and conferences.

Speak and write clearly and concisely, including grant writing.

Establish and maintain effective relationships with those contacted in the course of work.

Plan, coordinate, schedule and administer the functions and activities of the program in accordance with applicable state and federal laws, codes, policies, regulations and procedures, by-laws, and I-30.

Select, train, supervise, and evaluate subordinate personnel.

Make public presentations to large groups, explaining complex issues in an understandable way.

Operate a variety of office equipment including a computer terminal/personal computer.

Education and Training:

Graduation from a recognized college or university is required preferably with a major in behavioral or social sciences, psychology or related field.

Experience:

At least three years of management level experience at the assistant director or coordinator level in a Head Start or similar program is required

Any other combination of training and/or experience which demonstrates an applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS:

Possession of a valid California Class C Driver's license and use of an automobile at the time of appointment.

If the ability to communicate effectively, both orally and in writing, in a language other than English is required, selective certification in accordance with the Education Code may be effected.

WORKING CONDITIONS

Office environment, but with the requirement to also be an active participant at various Head Start Program sites, and in caring for children.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/15/97
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