



San Francisco State University
College of Health and Human Services
Marian Wright Edelman Institute
1600 Holloway Ave
San Francisco CA 94132

San Francisco State University Head Start and Early Head Start

Position Description

Executive Director

Position Statement

This position requires the expertise of a qualified individual with strong leadership, administrative, management skills and the professional skill set to represent the agency at all levels of government. The Executive Director serves as the chief executive officer of a dynamic, growing, multicultural, and collaborative program dedicated to serving the needs of low income children and their families in San Francisco. Familiar with the multiple issues of child and family development in an urban setting, the Executive Director serves as the chief spokesperson for San Francisco Head Start/Early Head Start, representing the program and its grantee agency—San Francisco State University—and ensuring its continued development as one of the nation's premier Head Start programs.

The Executive Director is responsible for the local implementation, evaluation, and achievement of the Federal *Head Start Performance Standards*, and to that end works in association with the University as the grantee to oversee the financial, organizational, programmatic, and human resources of San Francisco Head Start/Early Head Start. The Executive Director serves as the connecting link between the Head Start/Early Head Start governing bodies, staff, parents, community agencies, San Francisco State University, and the Administration for Children and Families (ACF).

Qualifications

The successful candidate will have:

- M.A. or Ph.D. degree and relevant credentials/certificates in education administration, public administration, early childhood development, education, special education, social work, developmental psychology, or other appropriate field.
- At least 5-8 years experience in administering a comprehensive, community-based early childhood education and family development program. Significant experience in managing programs of similar size and complexity in terms of budget, staff, and children served, with both professional and paraprofessional staff. Familiarity with the budgetary,

administrative, and organizational complexity of managing multiple federal/state grants. Prior senior management experience in Head Start/Early Head Start preferred.

- Excellent public speaking and public relations skills, experience in developing and implementing program systems, training and technical assistance, grant development and writing, human resources and fiscal management. Experience working at the intersection between multiple agencies and constituencies or in a university setting is helpful. Excellent interpersonal skills and experience working with diverse populations both in the community and supervising a diverse staff. A qualified candidate must also understand the needs and appropriate interventions for “high risk” populations and have sensitivity to their needs. Bilingual in English/Spanish or English/Chinese preferred.

Supervision

The Head Start/Early Head Start Executive Director is supervised by the Director of the SFSU Marian Wright Edelman Institute and works closely with University staff to fulfill the specific roles and responsibilities of the position.

Specific Roles and Responsibilities

Agency Leadership

1. Provide leadership and direction for the overall administration of the Head Start/Early Head Start program’s operations, including fiscal, contracts and grants management, shared governance, program compliance, allocation of human resources, and oversight of program facilities, materials and equipment.
2. Exercise responsibility for planning, writing, and submitting the annual refunding grant application.
3. Oversee the development and implementation of the agency Strategic Plan, in conjunction with the annual refunding grant application.
4. Oversee the triennial federal review process and prepare and implement any resulting plans and responses.
5. Serve as a professional resource to the Board, Policy Council and Grantee Council.
6. Engage with ACF Head Start Program Specialist/staff as requested and/or required.

Community Leadership and Public Relations

7. Serve as advocate and spokesperson for Head Start/Early Head Start on campus and in the broader San Francisco community, the State, and the national Head Start Office to raise the visibility and gain support for the Head Start/Early Head Start Program and its goals.

Financial Management

8. Oversee budget development and ongoing monitoring to ensure that all program needs are met in conjunction with funder requirements and the highest standards of financial management.
9. Submit Head Start/Early Head Start funding applications to ACF when funds become available for: (a) Cost of Living Increases; (b) Program/Quality Improvement; (c) Head Start/Early Head Start Expansion; etc.

Program of Excellence

10. Collaborate with the staff to enhance the quality of services through local partnerships, and federal state and local grants that will raise the visibility of the program at the national level.
11. Recommend policy to the Board of Directors to enhance the quality of program services or service delivery to Head Start/Early Head Start children and families, as necessary.
12. Directly supervise and evaluate the performance of the Head Start/Early Head Start Service Area Managers and Administrative program staff.
13. Collaborate with SFSU MWEI Director, to facilitate faculty research directed at improving practice and provide opportunities for student learning related to the needs and interventions for low income families with complex problems.

Oversight and Coordination

In addition to the specific roles and responsibilities, the Executive Director will provide oversight and coordination to ensure that staff acts in the following areas to:

Program Performance Standards

1. Develop and maintain policies and procedures so that all Head Start/Early Head Start program requirements are met in accordance with the Head Start Performance Standards and timelines.
2. Develop and maintain effective management systems to meet the program's ongoing monitoring requirements.
3. Monitor the performance of the delegate agencies and community contractual partners' performance and compliance with Head Start/Early Head Start program standards.
4. Complete of annual review and renewal of ACF delegate agency and partner contracts and other partnership/ contracts with community service providers, inclusive of SFUSD.
5. Develop and oversee community agency, parent partnerships, and interagency agreements and collaborative working relationships with community agencies.
6. Ensure that a community needs assessment is conducted annually and the results are used to determine program priorities in the annual Head Start/Early Head Start refunding grant application.

Program Governance

7. Provide training for the Policy Council and Board of Directors to ensure shared governance of the program in accordance with Appendix A of the *Head Start Performance Standards*; inclusive of Delegate Agencies.
8. Provide training for the Board of Directors, Policy Council and community representatives on their roles in the annual Head Start Program self-assessment process.

Communications

9. Prepare and submit all ACF Regional and National Head Start/Early Head Start reports as required.
10. Report monthly to the Head Start Board of Directors, and Policy Council on program status, program plans, ACF initiatives, successes and challenges.
11. Conduct regular program and administrative staff meetings to discuss program progress, determine needs and develop action plans, timelines and strategies for accomplishing program objectives.

Professional Development

12. Create and implement a professional development/training and technical assistance plan for the agency in conjunction with the annual refunding grant application.
13. Complete Head Start/Early Head Start staff performance evaluations in accordance with policy described in the Head Start/Early Head Start Management Operations Manual.

Facilities

14. Secure adequate space for program needs (Office, centers, classrooms, etc.) and licensed by Community Care Licensing (CCL) as needed.
15. Secure required insurance coverage to protect the program against fire, theft, natural disasters, and provide accident coverage for children and visitors, workers' compensation for employees, and errors and omissions coverage for the Board and Policy Council members as appropriate.

Compensation

The salary for this position is within an established annual range and will be dependent upon the qualifications and experience of the selected candidate. In addition, SFSU offers a highly competitive and generous benefits package including: vacation, holidays, sick leave and other types of leave (e.g. military); medical, dental and optical insurance; life, AD&D, business travel and disability insurance; workers' compensation; retirement programs; and savings programs. In addition, there are additional programs available such as payment of some insurance premiums and dependent care expenses.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the more qualified candidates, as determined by the screening process, will be invited to participate in the selection process

Application Process

Submit a letter of interest including a written statement describing your work experience and philosophy as it relates to this position together with a detailed resume or curriculum vitae, with Job#2163, to:

San Francisco State University

Attn: HR, S&RM, Staff Employment Services,

1600 Holloway Avenue, ADM. 252, San Francisco, CA 94132- 4252

To be considered, each application material must be submitted in person or through U.S. mail or e-mail to hrwww@sfsu.edu

The Human Resources, Safety & Risk Management office is open Mondays, Tuesdays, Thursdays and Fridays from 8 a.m. to 5 p.m., and can be reached at (415) 338-1872 or (415) 338-1873; TDD (415) 338-3040. Our office is in-service and closed to the public on Wednesdays.

SF State is an Equal Opportunity/Americans with Disabilities Act employer and has a strong commitment to the principles of diversity.