

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Regional Migrant & Seasonal Head Start Director [SALARY RANGE:] Negotiable

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Oshkosh, WI

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the direct supervision of the Deputy Vice President/Associate Director of Migrant & Seasonal Head Start (MSHS) Program, is responsible for the overall direction, management, and collection of fiscal documentation of the Regional MSHS program. Facilitates the coordination of multi-center-based operations, which ensures the smooth integration of program areas in accordance with the Head Start Performance Standards, State Licensing Regulations and/or state or federal regulations governing early childhood. Promotes an environment that fosters internal/external community collaboration and support for the Region.

[JOB DUTIES:]

- 1) Is responsible for the development of a program model design centered around Early Learning Outcomes Framework and Parent Family Community Engagement Framework that promotes the advancement of emotional, social, physical and cognitive development of infants, toddlers and preschool children as well as promote parental engagement in all aspects of the program in preparing children ready for kindergarten.
- 2) Is responsible for the Regional performance of the Head Start program, including program quality and outcomes, programmatic content, safety and security of children, parental education, budgeting and financial oversight and compliance, regional grant writing, management and reporting, and assures that standards are being exceeded.
- 3) Ensures the implementation of a Regional multi-center-based operation, with direction and leadership of the Regional program using a variety of problem solving techniques that promote and maintain effective and efficient operations to ensure compliance with federal, state, local and agency regulations governing the Regional program.
- 4) Is responsible for the management and supervision of Regional program and design consistent with all applicable federal, state and/or local funding requirements and ensures the prompt and thorough evaluation of staff through annual performance reviews.
- 5) In conjunction with program management staff, develops and implements a career ladder for its Regional/Center personnel, including maximizing the resources necessary to facilitate its implementation.
- 6) As part of the communication system, conducts weekly/bi-weekly/monthly meetings with Regional/Center staff.
- 7) Directs the Regional coordination and development of local and state linkages, coordination agreements with state agencies, county health entities, social service departments, school districts, Title I Migrant Education, and migrant health services to foster collaboration and improve resources to parents and children in the program.
- 8) Reviews program operations for effectiveness and efficiency of operations and conduct Regional short- and long-range planning to develop and implement initiatives and seamless systems with other programs to ensure interagency coordination for parent and child access.
- 9) Is responsible for identifying new resources to enhance the program's mission.
- 10) Prepares Regional budgets, Regional grant proposals and ensure that fiscal, programmatic and administrative requirements are met and ensures compliance with all funding source mandates, applicable laws and regulations.
- 11) Review Regional monthly financial and statistical reports to assess the budget status and to initiate preventative measures to resolve problems.
- 12) Is responsible to work with program staff, policy groups and community leaders in the development and finalization of an integrated child development work plans, corresponding budgets, facility operation policies, recruitment, selection, and enrollment policies and procedures in order to ensure compliance with applicable program, state and federal guidelines.
- 13) Develops and implements plans to ensure Regional compliance with its non-federal share match requirements and

- develops strategies for increasing the amount of the programs accumulated non-federal share.
- 14) Develops Regional recordkeeping and reporting system that includes electronic data collection (weekly, monthly and annual) and data synthesis and analysis for completion of Program Information Report, Community Assessments, Annual Reports and other reporting requirements.
 - 15) Is responsible for the full implementation of family database system, including CHILDPPLUS reporting and record-keeping systems to capture information necessary for end of year program reports and the development of statistical data on children, families and program.
 - 16) Stays informed of national, Regional and state issues and resources, including legislation related to early childhood development and disseminate this information to leadership team, policy groups, parents and staff.
 - 17) Ensures implementation of electronic property management system that includes Regional program inventories, including capital equipment that complies with all procurement and disposal procedures consistent with 2 CFR 200 and Part 75 requirements.
 - 18) Attends staff meetings, seminars, conferences and workshops as assigned in order to promote positive staff development.
 - 19) Performs other duties as assigned and necessary to meet agency goals and objectives.

[QUALIFICATIONS:]

- 1) Bachelor Degree in Public Administration, Business Management, or any other administrative related field; Masters Degree, PREFERRED.
- 2) Three years' experience in management and/or supervisory position.
- 3) Must have knowledge of federal, state and locally funded programs.
- 4) Knowledgeable of low-income family needs and able to demonstrate through experience the ability to work effectively with children and families.
- 5) Bilingual with fluency in English and Spanish: verbal and written form, PREFERRED.
- 6) Proficient computer skills in current versions of office software/applications (e.g., Microsoft Office Suite/Office 365).
- 7) Ability to work irregular hours with required travel.
- 8) Hold a valid driver's license and adequate vehicle insurance.
- 9) Experience in Migrant and Seasonal Head Start Programs, PREFERRED.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. All employees must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation.

[WORK ENVIRONMENT:]

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 30 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment and outside setting; 5) noise level in this work is usually semi-moderate.

Tools & Equipment Used: a) iPads, iPhones, laptop computers, projectors, copy/scanner machine, computer; b). Be able to scan documents and encrypt documents as necessary c) first aid equipment, fire extinguisher. Usage varies by position.

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