

Job Description

EXECUTIVE DIRECTOR

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

A. BOARD RELATIONS

1. Prepares and submits all required reports & information to the Parent and Child Together (PACT) for West Central Illinois Board of Directors.
2. Attends all board meetings.
3. Identifies and recommends individual board membership to the Board of Directors.

B. FINANCIAL ADMINISTRATION

1. Reviews, approves & signs all purchase orders.
2. Monitors the financial status of programs through a monthly line item review of budget.
3. Reviews expenditures, including payroll and accounts payable, and results to ensure that contractual obligations are being fulfilled.
4. Develops necessary agreements & contracts with other agencies. Renews such agreements and contracts as agency need indicates.
5. Prepares budget proposals to accompany grant proposals.
6. Reviews and renews all essential insurance annually. Recommends changes in insurance coverage to the Board of Directors.
7. Provides for annual audit, including supervision of agency auditor.
8. Reviews and approves all federal and state fiscal reports prepared by the Fiscal Officer.

C. GENERAL ADMINISTRATION

1. Supports the agency's mission and philosophy.
2. Provides overall administration of the agency & its programs in accordance with guidelines established by funding sources. Ensures the health and safety of children and staff during all program activities.
3. Establishes & maintains a record keeping, reporting & filing system adequate to meet internal & external needs of the agency. Maintains confidentiality of family and program records and information.
4. Establishes & maintains a viable Head Start Policy Council in accordance with the provisions of 1301.3 to ensure parent participation and responsibility in the Head Start program's progress and decision-making process.

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5. Establishes and maintains a system for self-evaluation of the Head Start Program that includes the direct involvement of parents and a comprehensive yearly evaluation.
6. Attends meetings, including Policy Council, to interpret Head Start policy as it relates to that group's responsibilities.
7. Directs yearly Community Assessment or Updates
8. Presents Head Start Program alternatives to Policy Council for selection of options (based on Community Assessment).
9. Prepares and submits program funding proposals.
10. Reviews all official documents from funding and regulatory sources to ensure compliance with all rules, regulations, and requirements.
11. Obtains and renews all required licenses necessary for agency operations.
12. Conducts a wage comparability study every two years.
13. Supervises USDA program.
14. Ensures property inventory is complete, up-to-date and reconciled every year.

D. PERSONNEL ADMINISTRATION

1. Oversees recruitment and selection of Staff, and maintenance of personnel files.
2. Consults with and obtains Policy Council approval in selection of Staff.
3. Supervises and evaluates performance of Program Coordinators, Office Manager, Fiscal Officer, and Administrative Assistant annually.
4. Provides general supervision and reviews evaluations for all personnel.
5. Disseminates necessary information to all staff through memorandums, staff meetings, individual conferences, etc.
6. Prepares for yearly contract negotiations with Union Representation in consultation with Board and Policy Council. Mediates with Staff and Union Representation in resolution of conflicts.
7. Develops and maintains personnel policies in accordance with all Federal, State and Local regulations. Recommends personnel policy changes to the Board of Directors and Parent Policy Council. Carries out personnel policies on a daily basis.
8. Reviews Staff reports to ensure their accuracy and completeness, including Quarterly Reports and Program Information Report (PIR).

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9. Reviews and approves all program plans with appropriate coordinators.
10. Reviews Staff progress and takes action or makes recommendations as appropriate regarding raises, promotions, rehiring, termination, etc, subject to review and approval by the Policy Council and/or Board where required.
11. Oversees the agency's Career Development Plan.

E. PUBLIC RELATIONS

1. Establishes and maintains formal and informal relationships with other community agencies.
2. Represents the agency with funding source and regulatory officials.
3. Serves on committees, work groups, and Boards of relevant community agencies.
4. Establishes an effective dialogue with the news media.
5. Speaks to church and civic groups to enlist their assistance, and/or provide them with program information.
6. Participates in site selection and negotiations for Head Start Center and/or Socialization Activity areas.

F. OTHER DUTIES

To the extent able, performs such other duties and responsibilities as assigned by the Board, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Board of Directors from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires the commitment to parents as educators of their own children.

Requires a Bachelor's Degree in Education, Human Development, Business Administration, with three (3) or more years experience in a management level position and prior supervisory, fiscal management and administrative experience.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from the Board of Directors.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, clients, staff, the agency and the public effectively.

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Requires effective organizational and time management skills in order to accurately complete program records, prepare required reports, and submit required program materials according to agency time lines.

Requires effective interpersonal and oral communication skills, the ability to use abstract reasoning, problem solving, and planning and analytical skills in budget and grant development, community assessment, program goals and objectives development, staff monitoring and evaluation.

Requires a background of working with community agencies, children, families, and low-income groups.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires the physical ability to sit for long periods of time at desk.

Requires the ability to travel area wide, and to access classroom sites when conducting staff monitoring, parent training, and to visit parents.

Requires a valid Illinois drivers' license, reliable transportation, and proof of agency requirements for automobile insurance.

Requires the ability to recognize non-verbal information when observing classrooms.

Requires the ability to use telephone, calculator, and computer word processing equipment.

Requires the ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including travel to and from out-of-area workshops and meetings of several days duration.

REPORTS TO:	Board of Directors
EMPLOYED:	40 hours per week, 52 weeks per year.
SALARY:	Set by the Board of Directors
OVERTIME STATUS:	Exempt

Revised- 5/19