

DEPARTMENT: County Counsel

BY: Jeffrey G. Green

PHONE: 209/966-3625

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution creating the class specification for the position of Head Start Program Director at a salary range of 169-185.5. Recruitment for this position will only take place if required grant funding has been received.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The Board has often supported a Head Start Program, and Resolution 92-534 appropriated unanticipated revenues (\$240,986) and acceptance of a Financial Assistance Award from the U.S. Department of Health and Human Services, Administration for Children and Families regarding the Mariposa County Head Start Program.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this class specification and salary range.

Revise this class specification and salary range as deemed necessary.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 92-644 Ord. No. _____
Vote - Ayes: 4 Noes: _____
hms Absent: Erickson Abstained: _____
Approved _____ () Denied _____
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

Comment: _____
A.O. Initials: Storn / by rms

MARIPOSA COUNTY

JOB TITLE: Head Start Program Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To develop and implement an annual plan for the Head Start Program, implement program and agency policies and goals, develop and administer program budget, coordinate educational services, oversee effective training, career development, and supervision of all staff; coordinate with parents in program, and perform all other related duties as necessary for effective project management and as assigned. This job class functions at a supervisory level.

SUPERVISOR: Housing and Community Development Director

TYPICAL DUTIES:

- Prepare, evaluate, and revise the Head Start Education Plan.
- Provide technical assistance to Head Start teaching staff and recommend prescriptive techniques, materials, and ideas for child instruction as indicated by assessments and other resources.
- Maintain financial control of all program expenditures.
- Maintain necessary program records.
- Assure program compliance with all funding and licensing agencies, policies and regulations.
- Act as liaison with funding source(s).
- Assure parent and staff input in program.
- Maximize involvement of parents in all levels.
- Ensure assessment of community needs and provide leadership to take effective action for addressing the needs, including recruitment of children for program.
- Provide liaison with other programs to assist Head Start parents.
- Conduct training needs assessment of Head Start staff and develop a training program.
- Conduct classroom visits for purpose of observing children.
- Serve as a resource person to staff in all component areas.

MARIPOSA: Head Start Program Director

TYPICAL DUTIES: (Cont'd)

- Active involvement in recruitment, enrollment and orientation of children and parents into the Head Start Program.
- Responsible for all services for individuals with disabilities.

EMPLOYMENT STANDARDS:

Possession of:

- a valid California driver's license
- annual TB skin test or chest x-ray
- fingerprint

Knowledge of:

- budget and accounting procedures for non-profit agencies
- goals and objectives of early childhood development
- grant writing, program development and implementation
- federal and state regulations pertaining to Head Start

Ability to:

- plan, direct, delegate and supervise the work of others
- utilize both administrative and organizational skills
- write grants, develop and implement programs
- oversee effective training and career development for staff and parents in program
- supervise and coordinate all ongoing program activities.

A typical way to gain the knowledge, skill, and ability outlined above is:

- A B.A. in early childhood education, public health, social services, community organization, or a related field. Two years of experience in the administration and supervision of a social action project working with children, parents, teachers and/or administrators.