



SEATTLE PUBLIC SCHOOLS  
invites applications for the position of:

# Program Manager, Head Start

An Equal Opportunity Employer

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**SALARY:** \$102,637.00 - \$107,557.00 Annually

**OPENING DATE:** 07/09/15

**CLOSING DATE:** 07/23/15 05:00 PM

**REQUIRED ATTACHMENTS:** Cover letter and Resume, Letters of Reference, Transcripts

**DESCRIPTION:**

This position's responsibilities, under the direction of the Director of Early Learning, is to manage the operations of the Head Start Program, ensure that services are provided in accordance with program standards, including Federal and District regulations and policies, monitor and assess program effectiveness, collaborate with community resources, create long term objectives to provide for improvement of comprehensive early childhood development programs and develop and recommend program policies to improve service delivery to program clients.

**ESSENTIAL FUNCTIONS:**

Leads, encourages and works collaboratively with the Grantee and District representatives to plan, organize, and administer a comprehensive Head Start Program that meets the needs of the community, individual children and their families.

Establishes program vision and long term objectives in accordance with program contracts, and in cooperation with policy council, as appropriate; develops and initiates plans, guidelines, and procedures for the operation of program and delivery of services; alerts Grantee and District administration of impending changes and problems faced by the Head Start Program, including issues related to compliance with grant funding requirements.

Supervises administrative staff and develops staffing structure for program operations; models best management and administration practices for staff; works to develop professional development for staff.

Researches and develops grant applications for program operations, improvements, and expansion of services and/or program sites; reviews all grant information developed by program staff to ensure all legal and regulatory requirements have been met.

Directs the development of instructional programs for early childhood (Head Start) and readiness for K-12 learning; provides leadership for program curriculum development; oversees and implements method of evaluating program outcomes for both District and Grantee administration.

Maintains adequate financial controls to ensure financial accountability within the program; ensures that budget expenditures conform to both district and funding source procedures; establishes and maintains contact with funding source representatives.

Develops facilities needs analysis and plans for future facility needs, includes negotiating with building and District administration regarding space proposals for both changes and expansions; develops a system to assure facilities are maintained in compliance to meet Federal, State, City and District health and safety requirements for both children and staff.

Ensures the establishment of recruitment and enrollment programs designed to maintain funded enrollment and to provide immediate delivery of critical family needs and qualitative delivery of children services.

Maintains qualitative processes, as necessary, to measure program effectiveness and efficiency and to track progress on program compliance(s) and recommends corrective actions to avoid repetition of noncompliance or to explore proposed program changes to ensure compliance.

Recommends employment, placement and termination of staff; ensures that systems are in place to evaluate staff work performance; ensures that staff development plans are in place to maintain and improve critical skills; informs Policy Council and supervisor or recommendation of staff hires changes, and terminations, as needed.

#### **OTHER FUNCTIONS:**

- Performs related duties consistent with the scope and intent of the position.
- Maintains a working relationship with and knowledge of other Federal, State and District programs which impact the same population for the purpose of maximization of resources and program services for enrolled families.
- Works in partnership with Policy Council in shared decision-making about the nature and operation of the Head Start Program in accordance with regulations, as appropriate.
- Performs related duties consistent with the scope and intent of the position.

#### **REQUIRED DISTRICT-WIDE CORE COMPETENCIES:**

##### **Collaboration**

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

##### **Getting Results (Action-Oriented)**

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

##### **Decision Quality & Problem Solving**

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

##### **Integrity**

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

##### **Accountability**

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

## **Knowledge**

- Principles, practices, methods and current trends of program administration, as applied to early childhood education and family services;
- Rules and regulations governing Head Start, childcare, student assessment practices, community resources, federal and state guidelines governing Head Start programs;
- District operations and procedures, budget development and procedures;
- Program compliance; responsible fiscal management of money.

## **Skills**

- Managing program resources;
- Development and implementation of effective program operations;
- Providing leadership and developing strong working relationships with community members, parents and families, and staff;
- Supervising and evaluating staff.

## **Abilities**

- Plan, organize, staff, and direct a program that serves young children and families;
- Supervise and assign work; provide leadership and direction; evaluate work performance;
- Assist with grant writing and resource development; develop, monitor and support curriculum and educational programs;
- Develop training programs;
- Analyze problems and implement solutions;
- Facilitate group decision making;
- Adapt to change and remain flexible;
- Evaluate and establish a method of evaluating and reporting program outcomes;
- Establish and maintain collaborative and effective working relationships with students, administrators, staff, funding source representatives, oversight council, outside agencies, community organizations, parents, families, children, and the public in a multicultural community;
- Demonstrate supervisory and leadership abilities.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION:**

Master's degree in Early Childhood Education, Business or Public Administration, or a closely-related field.

### **EXPERIENCE:**

Five (5) years of progressive experience, which should include teaching or instructional curriculum development and supervision or administration of an early childhood program.

### **CERTIFICATIONS & LICENSES:**

Either hold a valid Washington State teaching certificate, or be eligible to obtain a Washington State teaching certificate.

### **CLEARANCE:**

Criminal Justice fingerprinting background check.

### **ALLOWABLE SUBSTITUTIONS:**

A Bachelor's degree in Early Childhood Education, Business or Public Administration, or a closely-related field, and two (2) additional years of qualifying work experience may substitute for the educational requirement.

### **PREFERRED EXPERIENCE/QUALIFICATIONS:**

The ability to manage a program with ten or more staff; previous management experience of a Head Start program; experience in fiscal management of an early childhood program with funding that exceeds \$500,000.

**PREFERRED CERTIFICATIONS & LICENSES:**

Hold a valid Washington State administrative certificate.

**SUPPLEMENTAL INFORMATION:**

Seattle Public Schools ("SPS") provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; a disability; veteran or military status; or the use of a trained dog guide or service animal. SPS provides equal access to the Boy Scouts and other designated youth groups.

SPS complies with all applicable state and federal laws and regulations, including but not limited to: Title IX, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and RCW 49.60 ("The Washington Law Against Discrimination"). SPS's compliance includes, but is not limited to all District programs, courses, activities, including extra-curricular activities, services, and access to facilities.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Requests for Accommodation

- Student: Carole Rusimovic, Student 504 Coordinator, 206-252-0118, [crusimovic@seattleschools.org](mailto:crusimovic@seattleschools.org)
- Adult: Brent Jones, Assistant Superintendent for Human Resources, 206-252-0027, [bjones@seattleschools.org](mailto:bjones@seattleschools.org)

Sexual Harassment

- Barbara Nahouraii, Interim Title IX Coordinator, 206-252-0367, [Title.IX@seattleschools.org](mailto:Title.IX@seattleschools.org)

All Other Forms of Discrimination

- Student Matters: Pegi McEvoy, Assistant Superintendent for Operations, 206-252-0707, [securityoff@seattleschools.org](mailto:securityoff@seattleschools.org)
- Adult Matters: Brent Jones, Assistant Superintendent for Human Resources, 206-252-0027, [bjones@seattleschools.org](mailto:bjones@seattleschools.org)

Mail: Seattle Public Schools, P.O. Box 34165, Mail Stop 33-157, Seattle, WA 98124-1165.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.seattleschools.org/careers>

Job #08583  
PROGRAM MANAGER, HEAD START  
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OUR OFFICE IS LOCATED AT:  
2445 3rd Ave South  
Seattle, WA 98124-1165  
206-252-0383

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**Program Manager, Head Start Supplemental Questionnaire**

- \* 1. Do you have a Master's Degree in Early Childhood Education, Business or Public Administration, or a closely-related field?
- Yes
- No

- \* 2. Do you have five (5) years of progressive experience, which should include teaching or instructional curriculum development and supervision or administration of an early childhood program?
  - Yes
  - No
- \* 3. 3: A ALL MQ: Have you ever been discharged by an employer for misconduct in the last 10 years?
  - Yes
  - No
- \* 4. 2: A All MQ: Have you been placed on a plan of improvement or probation related to your employment in the last 10 years and as a result of the improvement plan or probation been non-renewed or terminated?
  - Yes
  - No
- \* 5. 1: A All MQ: Have you ever resigned in lieu of termination or suspension as a result of a disciplinary action from an employer in the last 10 years?
  - Yes
  - No
- \* 6. Do you hold a valid Washington State teaching certificate, or will you be eligible to obtain a Washington State teaching certificate?
  - Yes
  - No
- \* Required Question