



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS
(NACOG)

HS CENTER DIRECTOR I

Department: Head Start

Pay Grade: G14

FLSA Status: Exempt

Reports to: Operations Manager

POSITION SUMMARY:

Working under administrative supervision and with moderate difficulty, this position is responsible for developing, implementing and supervising program operations to ensure the safe and effective operation of the Head Start Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises staff, including goal setting, identifying training needs, and conducting performance evaluations and personnel actions, to ensure compliance with licensing regulations, performance standards, state and federal regulations, and agency policies and procedures
- Provides referrals for community support services to families and acts as a liaison between families and community partners to ensure the delivery of comprehensive, high quality services to children and their families
- Develops, plans, implements, and schedules various types of meetings and events that provide appropriate and effective activities for children and families and promote family involvement
- Participates in the selection process for new employees
- Conducts recruitment and enrollment activities to ensure compliance with performance standards
- Develops and maintains community partnerships that promote and support program goals and objectives
- Prepares and maintains accurate, comprehensive records and reports as necessary for program compliance
- Oversees building maintenance issues to ensure smooth center operation and promote a healthy and safe learning environment for children, families, and staff
- Purchases classroom and office supplies to ensure effective and efficient program operations

Other related duties as assigned.

Approved: 9/10/2020

Revised: 12/30/2024, Revised: 2/04/2025

EDUCATION AND/OR EXPERIENCE:

Associate's Degree from an accredited college or university in Early Childhood Education/Management or Social Work, and 3 years' experience with preschool aged children including supervisory experience; **OR** an equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- Motor Vehicle Report (annually)

CERTIFICATES & LICENSES:

- Food Manager Certification (within first 3 months of hire)
- CPR/First Aid (within first 3 months of hire)

TECHNICAL COMPETENCIES:

- Early childhood development
- Early childhood education
- Head Start Performance Standards
- Arizona Department of Childcare Licensure Standards

GENERAL COMPETENCIES:

- Critical thinking
- Cultural competence
- Communication (written and oral)
- Community partnership/stakeholder development
- Conflict resolution
- Discretion
- Management/leadership competence
- Mentoring/training competence
- Office competence
- Organizational skills
- Problem solving

TRAVEL REQUIRED:

X < 5% < 25% < 50% < 75% 100%

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent listening, talking, walking, standing, reaching, finger use, grasping, feeling, and repetitive motion. Occasional climbing, stooping kneeling, crouching crawling, and lifting.

Physical exertion: ___ Sedentary; X Light; ___ Medium; ___ Heavy; ___ Very Heavy. Work involves exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual requirements: Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

Working conditions: Regular exposure to hazardous chemicals and infectious disease. Occasional exposure to extreme weather conditions, potential for physical harm, and blood-borne pathogens.

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____ Date: _____

Human Resources Director: _____ Date: _____

Executive Director: _____ Date: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved: 9/10/2020

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