



Child Start seeks a Head Start Director who is dynamic, communicative, committed, and highly organized; leads with integrity, vision, and empathy; brings a passion *for* and a wealth of experience *in* early childhood education and administration; has genuine respect and compassion for children and families; comes with a proven track record of leading large teams of dedicated individuals from diverse backgrounds; and eagerly seeks to connect with other community organizations and agencies as well as with the community at large.

The Head Start Director is responsible for leading Child Start’s Early Head Start and Head Start programs, which serve 600 children ages 0-5 in south-central Kansas in nine Head Start centers, three partnership centers, and in homes. Reporting directly to the Executive Director, this position provides innovative and adaptable leadership to the Site Operations Manager, Coaching Manager, Head Start Education Managers, Early Head Start Education Manager, Family Services Manager, ERSEA Coordinator, and Health Services Manager.

The Head Start Director for Child Start will be based in Wichita, KS.

Child Start has retained BRYANT GROUP to manage the search for the Head Start Director.

Child Start:

- Directly reaches approximately 600 Head Start children and their families with comprehensive full-day, full-year Early Head Start and Head Start services and home-based services.
- Offers technical assistance, trainings, and resources to 1,000 licensed child care facilities in five counties—Sedgwick, Butler, Cowley, Harvey, and Sumner.
- Trains and mentors 3,000 childcare providers each year, ensuring that high-quality care is available throughout south-central Kansas.
- Advocates for children and families and for regulation that supports quality care.
- Maintains a database of local childcare providers for parents’ searches.

Mission

To provide early childhood development services that prepare young children for lifelong success.

Vision

Child Start will be the pre-eminent organization in the Wichita Community for child care services, training, and programs and recognized as such.

Strategic Direction

As children's issues gain prominence, Child Start foresees opportunities to expand our programs and to influence policies to benefit children and their families. We will aggressively pursue growth opportunities while simultaneously focusing our entire staff's efforts on continuous improvement of the quality of our programs.

Job Description:

Head Start Director

This position calls for a visionary leader prepared to guide Child Start's Head Start program into the future and contribute to the field of early childhood education as a whole. Directs all program activities and ensures compliance with Federal Performance Standards; develops and manages an operating budget exceeding \$12 million. Contracts for services and facilities needed by the program; collaborates with other Child Start programs and community programs to achieve Child Start goals.

Supervisory Responsibilities:

Responsible for the overall supervision and support of more than 200 Head Start and Early Head Start program staff. This includes managers, center supervisors, direct and indirect services, with nine direct reports.

Essential Functions:

Leadership

- Dynamically lead all Head Start personnel in serving Head Start families and children, and the needs of the communities we serve.
- Serve as a member of the seven-person Executive Team.
- Lead in the design, development, execution, evaluation, promotion, and reporting aspects of the program's services to families, children, the community, and other partners.
- Guide, direct and authorize the implementation of major plans, standards and procedures consistent with Child Start's strategic plan and with established policies approved by the Board of Directors and Head Start Policy Council.
- Develop and implement short- and long-range goals and objectives.
- Lead by empowering staff to take ownership of areas of responsibility.
- Assure the Head Start Program and its staff support the goals, priorities and Code of Conduct of Child Start.

Finance and Management

- Work with Finance & Accountability Director to establish the program's budgets, deploying resources to address needs and resolve issues.
- Maintain a clear understanding of program budget through monthly review; anticipate and adapt budget to meet developing needs; oversee approval of program expenses.
- Consistently reinforce staff and stakeholder commitment to achieving the full non-federal share of funding required by Head Start.
- Regularly convey budget and program information and outcomes to the Head Start Staff, Board of Directors, Policy Council and Regional Office.
- Responsible for identifying, writing, reporting, and managing grants.
- Accountable for compliance with local, state, and federal regulations and laws pertaining to the Head Start program.

Relationships

- Build and strengthen relationships with all internal personnel and external stakeholders.
- Foster collaborative relationships with Child Start's Early Childhood Connections program as well as multiple community partners to enhance delivery of comprehensive services to children and families.
- Respect and support all internal and external stakeholders and assure meaningful roles for Head Start parents.
- Proactively communicate with Head Start Regional Office and other authorities regarding metrics, financials, initiatives, and plans.
- Represent Child Start through participation on local, state, and national committees and boards.

Knowledge/Skills/Abilities:

- Thorough understanding of the Head Start/Early Head Start program model; regulations and standards in early child development; teaching strategies; and the critical contributing components of high quality-learning environments for infants and toddlers as well as preschoolers. Experience in managing organizational change, program development and design, and budget management.
- Previous experience managing \$10+ million budget preferred.
- High level of personal integrity and ethics.
- High level of problem solving, organization skills, and must be a self-starter.
- Good interpersonal, communication, and teamwork skills.
- High level of confidentiality and flexibility.
- Excellent verbal and written communication skills
- Highly computer literate with proficiency in MS Office and related business and communication tools.
- Minimum of seven years' progressive management and budget experience that includes programs with federal funding and regulation. Desired qualifications include education or early childhood administration, with Head Start experience strongly preferred.
- High-level contact with individuals inside and outside of the organization, including diverse populations, as well as key positions with community organizations, school

districts, other program organizations, and other stakeholders. Handles high-level sensitive and confidential information.

- Anticipates needs and regularly motivates or influences others. May troubleshoot highly sensitive or confidential issues. Personally ensures problems resolution.
- Tasks and responsibilities require integration of diverse functional areas. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies, and procedures in combination. High-level responsibility for budget and expenditure authority.
- Develops strategic direction, goals, plans, and policies. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

Physical Demands:

- General office conditions. Must be able to operate a computer or other office productivity machinery such as, but not limited to, phones, copier machines, and/or fax machines. Occasionally positions self to maintain files or other office supplies.
- Willingness and ability to travel to all center locations and able to work a flexible schedule, including some evenings and weekends and/or out of town travel.
- While performing duties, regularly communicate and exchange information, and observe.
- The employee is frequently required to remain in stationary positions.
- The employee must occasionally lift and/or move objects or materials up to 30 lbs. without assistance.
- Must be able to identify and recognize information at a close range.
- While visiting classrooms, using same furniture, i.e., chairs, tables, as children in the classroom is preferred.

Education:

Bachelor's degree in Education, Business, Public Administration, Social Work, or related field. Master's degree preferred.

APPLICATION PROCEDURE

To view the full set of search specifications, [click here](#).

To apply for the Head Start Director opportunity at Child Start, please submit your resume and cover letter in confidence to:

John Toolan
Vice President
BRYANT GROUP
info@bryantgrp.com

BRYANT GROUP is the industry leader in executive search for impact organizations. For more than 30 years, BRYANT GROUP professionals have focused on recruiting successful leaders at the mid- and senior-executive levels for institutions of higher education, hospitals and medical centers, and other nonprofits nationally and internationally. The firm also offers talent development services and leadership coaching to help our clients build powerful teams.



Building Powerful Teams