

Head Start/Early Head Start Director

1. Serve on related committees/boards in the community, or in the Head Start field, that enhance the Agency's Head Start program. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
2. Coordinate, plan and facilitate the annual community assessment to help evaluate the effectiveness and progress in meeting program goals and objectives (15 & 17 – Health related Program Planning and Policy Development)
3. Provide strategic and tactical planning, development, evaluation, coordination and execution of the Head Start/Early Head Start Programs offered to the communities we serve. (15 & 17 – Health related Program Planning and Policy Development)
4. Provide communication and oversight to the Head Start Policy Council, including annual reviews of the enrollment policy, community assessment, (15 & 17 – Health related Program Planning and Policy Development)
5. Research other services and coordinates with other Encompass Programs to provide a holistic offering to families which may need our services. (15 & 17 – Health related Program Planning and Policy Development)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)