



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Associate Director of Early Childhood Development & Health

Class Title: Associate Director

FLSA: Exempt

Range: 6

Reports to: Head Start Director

Position Requirements:

Education and Experience: Bachelor's Degree from a four (4) year college or university; five (5) years related experience and/or training; or equivalent combination of education and experience.

Licenses Required: Must meet Minnesota Department of Human Services Division of Licensing requirements for Head Teacher.

Certifications Required: Certification (or willingness to obtain) in: First Aid, CPR.

Background Investigation Required: BI through MN Department of Human Services and search on NSOPW.

Knowledge: Basic knowledge of Performance Standards, Uniform Guidance, and State licensing.

Abilities: Ability to work independently; use own judgment to organize and develop systems for accuracy; meet deadlines and maintain confidentiality. Ability to work effectively with community providers. The ability to read, analyze, and interpret reports, policies, and Federal and State rules and regulations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to provide training and technical assistance to education staff.

Skills: This position requires strong communication skills and the ability to problem solve. Strong organizational skills and be a self-starter. Strong analytical skills, excellent oral and written skills, and public speaking skills.

Duties and Responsibilities:

Assists the Head Start Director with the development of program policies, goals and objectives; provides program direction and leadership in the absence of the Director; works with the Director to empower the management team and staff to accomplish agency goals, and builds coalitions and partnerships with the community. Maintains program connection, communication and referral systems with public schools and other agencies; responsible for implementing the education, transportation, and health components according to Head Start Performance Standards and in compliance with all federal, state and local laws and regulations. Establish and maintain effective relationships with staff, clients and the public. Conducts interviews, dependable attendance, and be flexible in the daily work schedule. Oversees expenditures and monitors budget; carries out activities designed to meet education goals and objectives; visits classrooms regularly to observe and provide consultation to teaching staff to enhance program operation. Supervises, coordinates, and assists managers of all service areas. Reviews and makes recommendations on human resource actions. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building. Must have a valid driver's license.

Posting Date: 11/10/2022

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: J.Cross

Status: Permanent/FT

Starting Salary: \$25.28 - \$27.81/hr DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to www.accap.org/accapcareers