



POSITION GUIDE

Position Title: Director of Head Start Programs –
Building Manager

Department: ECSES

Reports to: Director of ECSES – Early Childhood
Programs

Code:

Group: Act 93, Zone 29

Date: October 2025

PURPOSE OF POSITION:

The Director of Head Start Programs is responsible for providing leadership to the Lebanon County Head Start Program to enable them to meet and exceed the Head Start Performance Standards in the areas of Child Health and Development, Family and Community Partnerships, and Program Design and Management. The Standards are achieved by providing comprehensive services to children and their families in a variety of locations and settings within Lebanon County. Lastly, this position will serve as the Building Manager for IU13's One Cumberland Early Learning Center in Lebanon, Pennsylvania.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
 - ***embody the IU13 Keys to the Culture***
1. Leads collaboration among the Head Start Leadership Team to develop strategic plans to address the findings of community assessments and annual self-assessments to ensure continuous improvement and program development. In tandem with the Director of ECSES – Early Childhood Programs, the Director of Head Start Programs serves as a liaison to Preschool Early Intervention, leading collaboration across all Early Childhood Programs.
 2. Oversees daily operations of IU13's One Cumberland Early Learning Center. As the Building Manager, acts as the primary point of contact for all building-related matters, including emergency prevention, preparedness, and response, in coordination with the IU13 Chief of Police/Safety and Security Coordinator. Represents and advocates for the needs of the building and related staff to the IU13 Leadership and Facilities Teams.
 3. Oversees program records, including, but not limited to enrollment, health, mental health and social service, to ensure compliance with the Head Start Performance Standards and to guarantee that all children are receiving the required services. This includes ensuring the timely submission of required reports to the Office of Head Start (OHS) and Office of Child Development and Early Learning (OCDEL).
 4. Provides leadership in the delivery of services which support the continuum of children's growth and development meeting the physical, dental, social, emotional, and cognitive needs of each individual child.
 5. Provides oversight of the tracking, monitoring, and assessment of program information, as well as family and child outcomes, to measure levels of achievement through participation in Head Start programs.

This is not a complete itemization of all facets of this position.

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6. Serves as the primary community liaison and advocate within Lebanon County in developing formal partnerships with relevant agencies for the provision of services to Head Start children and families.
7. Provides leadership to the Head Start Policy Council and serves as communication liaison to the IU13 Board of Directors, ensuring an effective working partnership as shared decision-makers for governance of the Head Start program. Additionally, coordinates and provides professional development opportunities for parents to enhance their self-sufficiency skills and provides ongoing training and leadership of parent representatives on the Head Start Policy Council, empowering them as decision-makers of the program.
8. Works collaboratively with the Human Resources Department to provide leadership in the area of recruiting and retention of highly qualified staff for the Lebanon County Head Start Program as required by federal and state laws and regulations.
9. Works collaboratively with the Business Services Department to develop and review the budgets and contracts for the Early Childhood Department, specifically Early Head Start, Head Start, Pre-K Counts, and ELECT. In addition, assumes fiscal responsibility, including oversight of Grant submissions, for multiple budgets which include various federal, state, and local funds, as well as non-federal matching funds, ascertaining the allocations are in accordance with respective federal, state, and/or Head Start guidelines.
10. Contributes to the effective team management of all problems, issues, concerns, and performs other duties as assigned.
11. Adheres to the established work schedule through regular and consistent attendance.
12. Follows all federal, state, and local laws/requirements pertaining to privacy practices, including, but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education required: Master's Degree in Early Childhood Education or related field

Certification PA Principal Certification preferred, but not required

OR

Experience required: Progressive supervisory experience in Early Childhood Education strongly desired. Experience may include program governance, supervisory experience, strong fiscal management skills, and grant writing.

Other qualifications: The successful candidate will have the ability to work effectively with other professionals and educational leaders. They will have strong organizational and problem-solving skills, as well as the ability to communicate effectively in both strong verbal and written means.

SUPERVISION OF PERSONNEL:

Directly supervise assigned staff which may include but not be limited to selected supervisors, professional staff, paraprofessionals, and/or non-instructional support staff, such as Program Assistant(s).

This is not a complete itemization of all facets of this position.

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PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 60% Walk/stand: 40%
Lifting:	Some lifting up to 20 lbs
Vision:	Close concentration; constant viewing/use of computer screen
Travel:	As may be required for position

Mental Demands: Decision making, interpret, analyze, organize, evaluate, and problem solve

Environment: Normal office environment , offsite locations, and classroom environment; requirement to attend evening job related activities whenever necessary.
