

## Employment Opportunity

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## Notice Of Vacancy

**Position:** Assistant Director of Head Start

**Status:** Full-time (260 days, 8 hours per day)

**Starting Salary:** \$118,313 (annual salary)

**Salary Range:** \$118,313-\$125,579 (annual salary)

**Posted Date:** February 17, 2023

**Starting Date:** April 3, 2023 (anticipated)

**Location:** Educational Service District 105  
33 South Second Avenue, Yakima, WA 98902

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### Job Description and Qualifications: See below

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**Application Procedure** – Applicants apply through the ESD 105 Fast Track on-line application system at [www.esd105.org](http://www.esd105.org) under the Human Resources link, and ESD 105 Job Opportunities.

Medical, vision, dental, paid leave benefits and retirement options are available for employees. More information can be found at: <https://www.esd105.org/about-us/human-resources/new-staff-onboarding>.

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### **Deadline to apply: March 3, 2023**

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**Immigration Reform and Control Act Requirement:** The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Background Check:** All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

**Employment:** ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

*ESD 105 is an Equal Opportunity Employer*

**POSITION DESCRIPTION**

<b>Job Title:</b> <b>Assistant Director of Head Start</b>	<b>Direct Supervisor:</b> <b>Head Start Director</b>
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The Assistant Director of Head Start will assist the director by leading and supervising the program content specialist team and executing the programs' goals for high quality child and family services. The Assistant Director facilitates and promotes a system for program services that is coordinated, impactful, and efficient. Coaching and mentoring of the content specialist team will be a significant portion of this role, assuring the team has the foundation and direction to meet desired outcomes of the Head Start program.

**Essential Job Functions:**

- A. Provides direct supervision of content specialists responsible for comprehensive services in the Head Start, Early Head Start and Migrant Seasonal Head Start programs.
- B. Oversees assigned program and/or departmental responsibilities (e.g. grant guidelines, State & Federal regulations, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and ESD requirements. Such as: 1) Deployment of MOUs for special services to LEAs and ESIT providers; 2) Assisting with data requests from the Office of Head Start and/or Department of Children, Youth and Families.
- C. Assist content staff in their roles as designers, trainers and evaluators within their respective content areas, providing a regular amount of coaching and mentoring.
- D. Participates in meetings (e.g. professional associations, develops networks, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects addressing improved Head Start outcomes, leadership and continuous improvement, equitable and fair practices (social, racial, educational, economic, etc.), advocacy for children and families.
- E. Performs personnel functions with guidance from the Human Resources Department (e.g. interviewing, evaluating, training, supervising, improvement plans, personnel actions) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- F. Ensures that early childhood programs are operating at a high level of quality at all times so that children's welfare, safety and school readiness are of primary focus.
- G. Establishes the vision for the assigned areas of Birth to three that ensures services are culturally and linguistically appropriate; develop the policies, procedures, forms and written guidance to support the implementation of the service delivery as outlined by Head Start Performance Standards and State Law.
- H. Collaborates with members of the Leadership Team to ensure intentional integration of program services across content areas as defined by Head Start Performance Standards.
- I. Develops, leads, and monitors program systems for services in the Head Start, Early Head Start and the Migrant Seasonal Head Start programs.
- J. Develop policies, procedures, forms, and written guidance to support the implementation of the service delivery as driven by Head Start Performance Standards.

- K. Embraces values Diversity, Equity, and Inclusion, ensuring services are culturally and linguistically appropriate, assuring principles of race, health, and education equity are applied and integrated into all aspects of this role.
- L. Follows proper reporting procedures for instances of unprofessional behavior, child abuse and neglect, failure to supervise, and other policy violations involving staff.
- M. Attends and leads staff portion of monthly parent Policy Council meetings.
- N. Establish formal partnerships with school districts for services to children special needs and for P-3<sup>rd</sup> alignment.
- O. Establish formal partnership with community providers that provide comprehensive services to enrolled children and families.
- P. Maintain strong relationships with district and community partners and set expectations for strong community partnerships within the content team.
- Q. Monitor quality of services through regular participation in staffings, monitoring, self-assessment, and staff observations/evaluations.
- R. Lead the training and technical assistance process, including development, implementation and evaluation of the yearly Training and Technical Assistance Plan.
- S. Prepares a wide variety of materials for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- T. Researches information required to manage assignments including reviewing policies and procedures for the purpose of ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- U. Conforms to the ESD's mission, vision and theory of action for the purpose of 1) building trust, collaboration, and strong teams within the program and the agency and 2) providing exemplary service to external clients.

**Other Job Functions:**

- 1. Perform other related duties as assigned.

**Qualifications:**

*Required Education and Experience*

- 1. Bachelor of Education Degree in Early Childhood, Leadership & Management, Social Work or other job related area.
- 2. Job related experience within specialized field with increasing levels of responsibility.
- 3. Extensive experience in program development.
- 4. Experience in supervisory skills (i.e. leadership, evaluations, and conflict resolution).
- 5. Experience working with racially and linguistically diverse populations, especially with members of the Latino community.
- 6. Successful demonstration of program evaluation.
- 7. Demonstrated commitment to diversity and equity.
- 8. Experience with Head Start or ECEAP in a leadership role.
- 9. Experience working with children and families from underserved and underrepresented communities.

*Required Skills, Knowledge and or Abilities*

- 1. Demonstrated skill in the delivery of professional development and educational outreach.
- 2. Ability to work independently under broad organizational guidelines to achieve objectives, manage departments, and monitor budget expenditures..

3. Ability to plan and manage multiple projects, develop, and administer budgets.
4. Ability to schedule a number of activities, meetings and or events.
5. Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
6. Ability to independently solve problems, analyze issues and create action plans.
7. Flexible to changing conditions, making quick and accurate decisions.
8. Exceptionally high commitment to task accomplishment and flexibility in working hours.
9. Excellent interpersonal and group process communication skills with a wide variety of audiences
10. Personal transportation, valid driver's license, evidence of insurability and willingness to travel.

*Preferred Skills, Knowledge, Membership/Affiliations and or Abilities*

1. Master's Degree in related field.
2. Experience teaching in Birth-5 and/or PreK-3<sup>rd</sup> Grade settings.
3. Knowledge of grants and their management.
4. Ability to speak, read and write Spanish.
5. Personal lived experience with diversity and within the local community.

**Physical Demands**

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)
- Physical environment may include office setting, school, business, or community sites.

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

*The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.*