

Maui Economic Opportunity, Inc.

Job Description



Job Title: Assistant Director
Department: Early Childhood Services
Reports To: Director
FLSA Status: Exempt
Prepared Date: July 2001
Updated: March 2026
Pay Grade: HSS-8

SUMMARY:

Provides leadership, oversight, and coordination of Head Start education services to ensure full compliance with Head Start Performance Standards and all applicable federal, state, and county regulations. Supervises and supports teaching staff to promote high-quality classroom environments and effective instructional practices. Oversees implementation of curriculum, child assessment, and school readiness goals. Provides operational leadership and oversight of the program in the absence of the Program Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, implement, and maintain policies, procedures, and practices aligned with Head Start Performance Standards and program goals.
- Ensure education services are delivered in compliance with applicable regulations, licensing requirements, and agency policies.
- Assist in overall program administration, management, and operations, including assuming leadership responsibilities in the absence of the Program Director.
- Oversee implementation of research-based curriculum and assessment practices that support school readiness and positive child outcomes.
- Monitor child assessment data, screenings, and related documentation to ensure timely completion and support individualized instruction and continuous program improvement.
- Supervise, coach, and evaluate teaching staff to promote effective instructional practices, quality classroom environments, and alignment with program goals.
- Identify professional development needs and support staff onboarding, training, and ongoing development to ensure compliance with program requirements.
- Support implementation of inclusive, developmentally appropriate practices that reflect the diverse needs of children and families.
- Promote family engagement by fostering respectful partnerships that support child and family well-being.
- Collaborate with internal teams and community partners to support coordinated services and positive outcomes for children and families.
- Ensure compliance with health, safety, confidentiality, and recordkeeping requirements.
- Support maintenance of appropriate staffing levels and assist with classroom coverage as needed.
- Assist with program planning activities, including scheduling, reporting, and coordination of program-related events.
- Maintain professional, collaborative relationships with staff, families, and community partners.
- Demonstrate professionalism, sound judgment, and reliable attendance in the performance of duties.
- Perform other related duties as assigned to support program operations and goals.

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NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as needed.

SUPERVISORY RESPONSIBILITIES:

- Direct supervision of the lead teacher positions and Mentor Coach.
- Assists with supervision of all Teacher positions assigned to Head Start centers.
- Responsible for the overall direction, coordination, and evaluation of these programs.
- Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of early childhood education programs, principles, and best practices.
- Ability to collect, analyze, and interpret data to support program planning, evaluation, and continuous improvement.
- General understanding of financial and program reporting, planning, and grant-related processes.
- Demonstrates professionalism in interactions with the Board, staff, families, Policy Council, community partners, and the public.
- Strong interpersonal, written, verbal, and organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to effectively lead, support, motivate, and delegate work to others.
- Ability to build and maintain collaborative relationships with community partners and stakeholders.
- Demonstrates cultural awareness and ability to work effectively with diverse communities.
- Proficient in basic computer applications, including common office software and data systems.
- Willingness to work flexible hours, including occasional evenings or weekends, and travel off-island as needed.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university in Early Childhood Education, Child Development, or a related field and two (2) to five (5) years' experience working with children three (3) to five (5) years of age. Supervisory experience required.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as grants, contracts, agreements, and Head Start Performance Standards.
- Ability to prepare reports, correspondence, and procedural documents.
- Ability to effectively present information and respond to questions from staff, Policy Council, committees, families, and the general public.

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MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY:

- Ability to apply sound judgment when carrying out written and verbal instructions and managing multiple variables in standardized situations.
- Ability to interact respectfully and compassionately with individuals with diverse needs and circumstances, including persons with disabilities.
- Ability to build positive relationships with children and families.
- Ability to remain professional, composed, and effective in demanding or challenging situations and perform well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.
- Current CPR/First Aid certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to moving mechanical parts, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.