

Head Start Organizational Structure

Purpose:

The purpose of this section is to demonstrate the organizational structure of MOCA Head Start and the lines of responsibility and reporting used in this organization.

Organization:

MOCA Head Start is a subdivision of Missouri Ozarks Community Action, Inc a community action agency. The management structure of MOCA is headed by the Board of Directors in whom is vested the primary fiduciary and fiscal responsibility of the corporation. To accomplish the daily operation and managerial responsibilities of the corporation, the Board of Directors employs the Executive Director of the Agency.

The Head Start Program is managed and directed by the Head Start Director, an employee of the Executive Director. The Head Start Director employees a management and clerical staff that conduct the daily operation of the program and ensure compliance with Head Start Performance Standards and other state and federal laws.

The management staff includes four component specialists that are responsible for initiation and implementation of policies and procedures relevant to the good operation of the program and the monitoring of compliance with those policies and procedures. The component specialist are formally assigned and have adopted program functions as follows:

Director of Health Services

- Health Services including:
 - Medical
 - Dental
- Mental Health Services
- Disabilities Coordination
- Nutrition Services

Director of Education and Professional Development

- Child Development Services
- Education Services

Director of Family and Community Partnerships

- Community Resource Development
- Family Advocacy Support
- Parent Activity Support

Director of Facilities, Transportation and Cultrual Diversity

- Bus Supervisor
 - Child Transportation Services

- Maintenance Man
 - Facilities and Equipment Maintenance
- Interpreter/Translator

In addition to the component specialists, four Area Supervisors have primary supervisory and managerial responsibility for the 16 centers operated by MOCA Head Start. Each Center has a Center Director who oversees the daily operation of the center and supervision of the classroom and support staff.

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