

**Head Start/Early Head Start Program Director
Chariton, Iowa**

South Central Iowa Community Action Program (SCICAP)

Summary of Position:

The Head Start/Early Head Start Program Director coordinates all functions of the program, provides leadership and supervises all staff. The Program Director works with the Executive Director in planning, designing, implementing and evaluating program systems and in representing the agency in local, regional, state and national communities. The Program Director is responsible for assuring that all program mandates and regulations are met. The Program Director will collaborate with the Executive Director in formulating Head Start/Early Head Start program goals and objectives, in accordance with local, state, and federal regulations including the Head Start Program Performance Standards. The Program Director will foster shared decision making with the Executive Director, Policy Council, Parent Committees, and the Board of Directors, to ensure sound organization, effective operations and support of the Head Start/Early Head Start philosophy. The Program Director will also provide direction and leadership to managers, coordinators, administrative, and other support staff to ensure effectiveness and efficiency in the delivery of high-quality program services in the day-to-day operations of the Head Start/Early Head Start Program.

Qualifications:

Must have a Bachelors' Degree in Child Development or Early Childhood Education or a related field.
Master's Degree preferred.
Minimum five (5) years of experience in the supervision of staff, fiscal management and administration required.
Previous Head Start/Early Head Start experience is a plus.
Experience with developing budgets and writing grants.
Must have knowledge of CLASS and PBIS training.
Must possess strong time management and organizational skills, ability to meet tight deadlines.
Proficient computer skills required.
Good interpersonal and communication skills, including the ability to work as part of a team.
Ability to handle highly stressful and sensitive situations in a professional manner.
Knowledge of community resources.
Ability to exercise tact and discretion in all employee interactions.
Ability to work a flexible schedule including some evenings and/or weekends.
Ability to pass a health examination and criminal background check.
Ability to work effectively with minimal daily guidance.
Ability to present a positive image of the organization to members of the community.

The qualifications listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Salary commensurate with experience and education. \$53,000 - \$60,000

Please send your resume to:
SCICAP Early Childhood Program, ATTN: Brenda Fry
P.O. Box 715, 1711 Osceola Avenue
Chariton, IA 50049

Applications can be obtained at www.scicap.org/employment

EOE