

January 12, 2018

NASH-EDGEcombe ECONOMIC DEVELOPMENT, INC.
JOB POSITION VACANCY
CHILD DEVELOPMENT DIVISION DIRECTOR (HEAD START DIRECTOR)
HEAD START DEPARTMENT

General Statement of Duties: Perform administrative work in developing, coordinating and directing a large Head Start/Child Development Program for disadvantaged children of low-income families. The Child Development Division Director/Head Start Director is responsible for assuring all the Head Start program mandates and standards for excellence are met on a daily basis. This position develops the structure, systems, and procedures to facilitate the work of the program. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the Child Development Division Director/Head Start Director, some responsibilities may be delegated to other staff. Work is performed under the supervision of the Executive Director of the agency and is evaluated through conferences, written reports, staff development and acceptance by the community.

Assures the compliance with all funding source mandates, all applicable, laws and regulations, and assures that standards which exceed the minimum are being met. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships. Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventive measures if any problem appear to be predicated. Develop and supervise a child development program for preschool children; determine needed facilities, equipment and supplies; supervise the planning and accomplishment of food service, health care, parent involvement, and educational programs; evaluate each part of the program. Participate in advisory board meetings and assist in developing sound policies; provide staff development for staff and volunteers. Applicant must have considerable knowledge of the growth and development of young children, and the planning and implementation of appropriate programs to meet their needs. Applicant must have the ability to work closely with staff members in identifying those clients who might benefit from child development program services, the ability to plan and conduct staff development programs.

Other Skills: Considerable knowledge of growth and development of young children, and the planning and implementation of developmentally appropriate programs to meet their developmental needs. Considerable knowledge of business management aspects of operating child development facilities. Ability to work closely with staff members in identifying those clients who might benefit from child development program services. Ability to plan and conduct employee development programs.

Required Experience and Training: Bachelor or advanced degree or equivalent in Early Childhood Education, Child Development, Social Welfare, Public Administration, Human Resources, Child Care Administration, or one of the social sciences, and a minimum of three years of preschool or early childhood management experience. An understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision-making. Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems. Leadership ability and experience, good interpersonal and communication skills, including the ability to work as part of a team. Ability to pass sex offender registry check, State and Federal Criminal Records Background Check, and child abuse & neglect State registry.

SALARY GRADE: 45

(Salary Range: \$54,225.60 - \$66,684.80 (middle of range) – 12 Month Employee