

EMPLOYMENT OPPORTUNITY

JOB TITLE: Head Start Director
DEPARTMENT: Family Development
LOCATION: 923 W. Millman
BENEFITS: Full
SALARY: Salary commensurate w/experience
FSLA EXEMPTION: Exempt

JOB SUMMARY: The Head Start Director is responsible for assuring all Head Start Performance Standards, program mandates and standards of excellence are met or exceeded on a daily basis. The HS Director leads an administrative team that develops the structure, systems and procedures to facilitate this objective. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program; this position also bears the responsibility of assuring the program is strategically positioned for the future.

RECOMMENDED REQUIREMENTS:

- BA/BS or MA/MS degree in Early Childhood Education, Business Management, Child Development, Social Welfare, Public Administration, Human Resources, Child Care Administration, or one of the Social Sciences;
- Five (5) years' experience in proven progressive management, business management, corporate, human service and/or Head Start management/leadership experience;
- Excellent oral and written communication skills;
- Must be a team leader/builder;
- Prior grant preparation experience;
- Proficient in the use of Microsoft WORD and EXCEL
- Must be a critical thinker;
- Experience in program planning, asset management, budget preparation and management, operations and evaluation and use of management information systems;
- Understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision making.

Submit your application or resume to Connie Burnside, HRM-EOO:

By mail: 711 W. McBean Street, Peoria, IL 61605

By email: cburnside@pcceo.org

By applying on INDEED.com

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