



# Head Start Child Development Council, Inc

## Human Resources Department JOB OPENING INFORMATION

### Head Start/Early Head Start Program Director

Head Start Child Development Council, Inc., seeks a highly committed, strategic Program Director. This position shall report directly to the Executive Director of HSCDC., Inc. We are the primary provider of exemplary early childhood development, health and social services for families in the San Joaquin area. This is a unique opportunity for an exceptional leader, manager and communicator to work in an organization known for its tremendous impact on the lives of children and their families and communities.

Head Start Child Development Council, Inc.'s Vision: "Head Start...empowering children, families and communities." The position requires a visionary person with outstanding organizational skills. The Director must have three (3) years experience operating Head Start/Early Head Start Programs and be able to expand and deepen Head Start Child Development Council, Inc.'s pursuit of its vision and mission. She/he must supervise the day to day delivery of a broad scope of programs (i.e. Head Start, Early Head Start and State funded programs); Assist the Executive Director in establishing long range strategic goals and objectives that will help maintain compliance with applicable funding requirements; interview and select employees and review the performance of subordinate managers and other assigned personnel; confers with Executive Director on sensitive problems and/or program management, personnel and administrative manners; assists in the development of program budgets and closely monitors reports and initiates changes in program activities; and must be capable of fostering collaborative productive relationships with staff, delegate policy committee comprised of program parents, children, families, and the community we serve. *Must have education and experience appropriate to position duties. A graduate degree in early childhood development, public administration, management, systems analysis, organizational development, human or social services, organizational development, or closely related field is preferred. Demonstrated experience operating a program similar in complexity and function and with comparable staff and budget may be substituted for some education.*

**All positions have full fringe benefits. EOIA/ADA Employer. The salary for the above position is dependent upon qualifications. Applications can be obtained on-line at [www.hscdc.org](http://www.hscdc.org) or you may apply at the HEAD START ADMINISTRATION BLDG. - 5361 PERSHING AVE. STOCKTON NO LATER THAN July 26, 2010 at 5:00 PM attn. LaJuana Bivens, Director of Human Resources at [lajuanabi@hscdc.org](mailto:lajuanabi@hscdc.org).**