



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Head Start/Early Head Start Director

Location: Newport News, Virginia

Component: Head Start/Early Head Start

Summary/Objective: To work as a member of a team: to plan, formulate Head Start/Early Head Start goals and objectives short and long term, in accordance with local and performance standards. To provide direction and leadership to service delivery managers, administrative and other support staff to ensure effectiveness, efficiency in the delivery of quality services and in the implementation of productive day to day operations.

Qualifications: Must have a Bachelor's Degree in Child Development or Early Childhood Education or a related field. At least three (3) years of experience in supervision of staff, fiscal management, and administration is required. Head Start experience preferred. Background Check, and valid Virginia Driver's License required.

Duties Include:

- Prepare grant refunding applications, budgets and local and regional reports for funding and other sources with timeliness.
- Provide guidance and direction to Head Start/Early Head Start staff to facilitate efficient effective program operations.
- Provides oversight, and routinely analyze and monitor program operations, revenue and expenditures for compliance.
- Foster shared decision making with the Executive Director, Policy Council, Parents, Center Committees, and the Board of Directors, to ensure sound organization, effective operations and support of the Head Start/Early Head Start philosophy.
- Ensure that the governing bodies of Head Start/Early Head Start are informed and functioning according to local by-laws.
- Establish and implement effective communication systems to ensure that timely, accurate information is provided to: the Executive Director, parents, staff, policy groups, partners, and communities.
- Plan and implement National and Local Head Start/Early Head Start Initiatives.
- Other duties as assigned by the Executive Director.

Salary: Negotiable. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. to 5:00p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA 23607.

Closing Date: Applications accepted until May 19, 2017.