

Child Start, Inc., Missoula, Montana
Job Announcement: Head Start Director
Post Date: 03/07/08; Position will be open until filled

Child Start, Inc. is a private, non-profit corporation located in Missoula, Montana. The organization is the sponsor of the Head Start program in Missoula and five surrounding counties. Accredited by the National Association for the Education of Young Children, the Head Start program serves 354 preschool children and their families and employs 82 staff. Head Start promotes the school readiness of low-income children by enhancing their cognitive, social, and emotional development in a learning environment that supports children's growth, and provides low-income children and their families with health, educational, nutritional, social, and other services. Part day classes, full day classes, child care partnerships, and home based services are available, depending on the needs of the children and families. Child Start, Inc. has an annual budget of about \$3 million, including the Head Start grant, CACFP and state child care reimbursements, and private grants and contributions.

We are currently accepting applications for the position of **Head Start Director**.

General Summary of the Position

The Head Start Director administers the overall operation of the Head Start program. The primary focus is on planning, organizing, and directing the activities of the program within the guidelines established by the Administration for Children and Families, the Head Start Policy Council, and the Child Start, Inc. Board of Directors. The Head Start Director must attend scheduled meetings and maintain confidentiality. The Head Start Director is accountable to and supervised by the Board of Directors and the Policy Council.

Specifically this position works with component coordinators and administrative staff to prepare grant proposals, direct and supervise Head Start staff, direct and monitor fiscal operations, complete the community needs assessment, complete the annual training and technical assistance plan, assist the Board and Policy Council as requested, complete the annual program self assessment, negotiate the collective bargaining agreement, monitor the operation of computer systems, monitor facilities and equipment, ensure implementation of Head Start philosophy and regulations, act as a liaison with the community, implement the personnel policies, and ensure and monitor internal communication.

Position Qualifications and Skills

The knowledge and abilities required for this position are typically acquired through a bachelor's degree in the human service or education field, such as Administration, Management, Early Childhood Education, Elementary Education, Sociology, Psychology, Social Work, or a related field. Courses in public administration including budgeting and personnel are helpful. A Bachelor's degree with three years of experience teaching in an early childhood education program or working in a community service agency and one year of experience in supervision or administration is required. A Master's degree with one year of experience working in a federal program or with federal accounting procedures is preferred.

Ability to use Microsoft Word, Excel, and Outlook are essential.

The Salary Range begins at \$40,045 and is negotiable depending on experience, with an excellent benefits package. Child Start, Inc. is an Equal Opportunity–Affirmative Action Employer.

Resumes may be submitted in confidence to:

Search Committee
Child Start, Inc.
1001 Worden
Missoula, MT 59802

or

Email to headstart@montana.com

3/05/08