

## **Head Start Director –**

Pro Action of Steuben and Yates, Inc. is accepting applications for the position of **Head Start Director**, responsible for development, implementation and monitoring of all elements of Head Start and Early Head Start, in compliance with state and federal regulations, including New York State Child Day Care Regulations and Head Start Performance Standards. Will assure that all mandates and standards for excellence are met. Will be required to interpret, understand and implement federal, state and agency regulations to ensure systems are in place that maintain high quality services to children and families.

The **Head Start Director** will develop and submit an annual funding application to the Office of Head Start; work with the CEO & CFO to develop annual budgets and necessary amendments and make program adaptations to meet budget parameters; submit accurate reports to Pro Action's Board of Directions and Senior Management, Head Start Policy Council, Federal and State Offices of Head Start and other funding sources including the Community Services Block Grant.

The Director is responsible for direct supervision of management staff. Will maintain and develop positive collaborative partnerships with multiple school districts throughout Steuben and Yates Counties and with other community partners.

Must be willing to be flexible with scheduling in order to carry out all responsibilities of the position. Must appropriately manage confidential information, exercise independent judgment and make sound decisions. Must have the ability to understand, support and comply with organizational policies.

Qualifications for this position include the minimum of a Bachelor Degree in a field relevant to administering a comprehensive Early Childhood program, such as Organizational Management, Public Administration, Human Services Management, etc. This position requires a minimum of five years of management experience relative to Human Services. Must have consistent, reliable transportation and a driver's license meeting agency standards.

Please submit a complete application packet including a letter of interest, resume, [employment application](#) and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org) EOE.