

Lisha Whitt
Chief Executive Officer



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HEAD START

DIRECTOR

Responsibilities: Job responsibilities include, but not limited to: Assume responsibilities for overall health, welfare, and safety of children and families served; Oversee all program operations; Serve as community relations liaison between Head Start Program and parents, neighbors, and the community; Ensure compliance with all federal, state, and local regulations; Provide training and technical assistance to staff concerning overall program operations, along with federal and state requirements; Consult, cooperate, and coordinate with other administrative staff regarding the implementation and administration of the total program; Administer budget for facilities and program operations as required.

Requirements: At minimum, a bachelor's degree and at least five (5) years experience in supervision of staff, fiscal management, and administration. Experience managing programs for low-income children & families preferred. In addition, knowledge of Head Start Performance Standards, State licensing requirements, contract compliance, collaborative agreements, policies and procedures and any/all applicable standards or ability and willingness to learn. Candidate must be willing to submit to a physical exam, TB test, drug screen, criminal background check, DHHR Protective Service check, and DMV check.

Applications are available at the PRIDE office, 699 East Stratton Street, Logan WV 25601 or online at loganpride.com. Applications will be accepted **until the position is filled**.

All interested parties must submit an application, cover letter, resume, one written personal reference letter and one written business reference letter to:

**PRIDE Community Services, Inc. – Human Resources
PO Box 1346 Logan, WV 25601**

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 304-752-6868 if you need assistance, reasonable accommodation or have hiring process questions.