

Lisha Whitt
Chief Executive Officer



PO Box 1346
699 Stratton Street
Logan, West Virginia 25601
Phone: 304-752-6868
Fax: 304-752-1047
www.loganpride.com

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HEAD START

DIRECTOR

Responsibilities: Job responsibilities include, but not limited to: Assume responsibility 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; Monitor annual re-licensing process for centers and ensure compliance with all federal, state and local regulations; Provide training and technical assistance to staff concerning overall program operations, federal regulations and state licensing requirements; Consult, cooperate and coordinate with other administrative staff within program and agency implanting, 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.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required. PRIDE Community Services will comply with federal, state and local laws with regard to accommodations related to this policy.

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

All interested parties must submit an application, cover letter, resume, one written personal reference and one written business reference 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 752-6868 if you need assistance, reasonable accommodation or have hiring process questions.