

Director, Head Start Program

The Community Action Partnership of Lancaster County (CAP) is seeking a Director for the Head Start program. The successful candidate will exhibit, model and communicate, the qualities of transformational leadership to all stakeholders within Head Start and CAP. In addition to delegating authority and responsibility to ensure effective and accountable program management, he/she will need to motivate and communicate with staff through regular staff and individual supervisory meetings. He/she will provide clear communication about program goals, policies, performance expectations through staff development, written communication and other methods as needed. The candidate possesses the ability to interpret and implement Federal guidelines, as they apply to Head Start, as well as, ensuring full compliance with all relevant guidelines regarding parent involvement. He/she will oversee the training and development of the Policy Council to insure maximum feasible participation by parents. This exempt opportunity requires a valid driver's license, access to a vehicle and the ability to travel throughout Lancaster County. **CAP offers a competitive compensation and benefits package.**

Required Shift: Exempt status; 37.5 hours per week (role requires flexibility, occasional evening/weekend hours)

Formal Education, Work Experience:

- ◆ Master's Degree in Education or closely related field, required
- ◆ Minimum of two years administrative and supervisory experience
- ◆ Minimum of three years working with preschool children and families, preferably in a Head Start program

Skills and Knowledge:

- ◆ Ability to administer a complex program that requires supervisory management of people, materials, and money.
- ◆ Ability to gather and analyze data and make concise, accurate oral and written reports and recommendations to effectively supervise professional staff, and to accept supervision.
- ◆ Ability to maintain effective working relationships with management, other CAP departments, subordinate managers and members of the Head Start Policy Council.
- ◆ Ability to speak, hear and understand spoken English sufficiently to process directions and follow directions.
- ◆ Exceptional interpersonal, verbal and written communication skills; including experience training employees
- ◆ Ability to read and interpret documents such as performance standards, information memoranda and program guidance
- ◆ Proven experience generating reports and writing correspondence
- ◆ Ability to maintain a high level standard of confidentiality and discretion
- ◆ Respect and sensitivity toward cultural differences
- ◆ Ability to take initiative, use consultative skills and build strong, productive relationships
- ◆ Self-motivated with keen attention to detail, deadlines, and efficient record keeping.
- ◆ Proficient in Microsoft Office Suite Applications
- Ability to work a flexible schedule, including varying hours to fulfill duties such as evening and out-of-town meetings.

Qualified candidates may submit a Cover Letter and Resume to: staffing@caplanc.org

Community Action Partnership of Lancaster County is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.