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To:	<ul style="list-style-type: none"> • Interested Persons • Internal Posting
From:	Kathy Payne, Executive Director
Date:	September 23, 2013
Re:	JOB VACANCY
Position Title:	Head Start Director
Location Address:	116 Baptist Church Rd., Boonville, NC 27011
Work Schedule:	Monday – Friday Basically 7:30 a.m. – 4:30 p.m. 40+ hours per week - Exempt
Wage Range:	TBD
Starting Date:	TBD
Job Objective:	<ul style="list-style-type: none"> • Directs program operations and establishes policies in a manner consistent with the requirements of contractual agreements, laws, regulations, and funding requirements. • Plans, formulates, coordinates, and implements the Head Start program plan and provides direction and leadership for all components. • Develops and recommends plans consistent with the overall mission of the Head Start Program.
Education Requirements:	<ol style="list-style-type: none"> 1. Must be an experienced administrator with an understanding of Child Development theories and practices. Must have expertise in fiscal and program management with at least three (3) years of actual experience. 2. Prefer BS/BA Degree in Human Services, Early Childhood, or Administration <i>or</i> must have experience in managing an Early Childhood program and be willing to work/advance toward the desired degree.
Close Out Date	October 8, 2013
Contact:	<p>Employment Application available for download at www.yveddi.com Kathy Payne, Executive Director kpayne@yvheadstart.com</p>

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