



MRDC Head Start Director is responsible for assuring all of the Head Start program mandates and standards for excellence are met on a daily basis. This position develop the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the Head Start Director, some responsibilities may be delegated to other staff.

Required Skills

- Ability to direct and supervise Head Start program operations on a daily basis.
- Ability to recruit, hire/terminate, direct and evaluate program staff and volunteers, as required for program operations.
- Ability to make presentations to public, private organizations, local, state and federal governments, as required.
- Ability to communicate effectively through all media.
- Ability to develop, coordinate, and present all programs progress and program related reports to Agency funding and support sources, as required.
- Ability to develop, coordinate, implement and evaluate program staff training needs.
- Ability to travel and attend related functions and all locations, as required.
- Must possess automobile and a valid Maryland Driver's License.
- Position subject to a background check

Qualifications

- Possession of a four year degree in Early Childhood Education or related field from an accredited college or university or commissariat experience. Advanced degree in ECE or related field preferred.
- Minimum of five years' experience in Early Education/Head Start Program development, supervision, instruction and/or administration.
- Good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receiving and providing feedback, and manage dynamic interchanges in meetings.
- The ability to develop and manage a budget.
- Experience in human service program management, including program planning, operations, and evaluations, and the use of management information systems.
- An understanding of the Head Start philosophy and the ability to implement its principle of shared authority and decision making.
- Must have proven ability in fostering positive parent/volunteer/community relations.
- Proven planning, leadership, supervisor, grants/system information experience.

TO APPLY: INTERESTED CANDDIATES MUST SUBMIT A RESUME, THREE (3) PROFESSIONAL REFERENCES AND COVER LETTER WITH SALARY REQUEST.

SUBMIT RSUME PACKAGE VIA <https://apply.workable.com/maryland-rural-development-corporation/> or pgulledge@tmdlcpa.com.

OPEN 12/09/2020 – UNTIL FILL