

JOB OPENING FOR TACOMA PUBLIC SCHOOLS HEAD START DIRECTOR

Position begins: July 1, 2008

Location: Tacoma, Washington

Agency (Grantee): Tacoma Public Schools

Days and Hours: Twelve months, full time

Education Required:

BA in early childhood education, social services or related field from an accredited college or university; and a master's degree in a related field.

Credentials Required:

Program Administrator Certificate from Washington State or Transferable to WA, i.e. California's is transferable. (Contact OSPI at www.ospi.wa.gov).

Experience Required:

Minimum of three years of management experience in large social service, early childhood education or elementary school setting; five years of experience working with community agencies, preferably in low income services; must have knowledge of Head Start Performance Standards and fiscal requirements; must have excellent writing skills.

Salary Range:

Exempt Certificated Staff Salary Schedule based on experience and education (approximate start salary with Masters: \$76,000 to \$86,000 plus excellent benefits).

General Description:

- Responsible for the administration and management of the Head Start Program for 563 children and an annual budget of 5 million plus 1.2 million nonfederal share
- Ensures compliance with Head Start Performance Standards and state and federal fiscal requirements
- Develops program mission, goals and objectives and policies in coordination with management, staff and parents
- Writes required Head Start grant applications and supplemental grants; Develops and monitors all budgets including non federal share
- Coordinates Head Start Specialist leads to assure program quality through the systems of monitoring, reporting, staffing, planning, policies and service plans, all executed in a comprehensive and timely manner
- Facilitates the Parent Policy Council and School Board in their governing and oversight responsibilities
- Promotes the value of Head Start within the District and community; coordinates and communicates with District departments and administration

How to Apply:

Submit Letter of Interest, unofficial copy of administrator credential and resume to the Tacoma Schools Head Start Office, 3101 So. 43rd St. Tacoma WA. 98409.

Call 253-571-1900 for further information. Official posting will be on the District website in May at www.tacoma.k12.wa.us/employment/index.asp.