



## Program Director, Head Start Program

### Position Details

- Center Name/Contact and Address: Save the Children, Penny Lane Head Start Center  
402 Penny Lane, Concord, NC 28025
- Job Title: Program Director for Head Start Program
- Full-Time or Part-Time: Full-Time
- Work Schedule: Monday-Friday 7:00AM-4:00PM, may need to work more than 40 hours per week, it is an exempt, leadership position
- Pay Rate: \$75,000-85,000 annually

### Job Description:

The Program Director is the principal investigator of the Head Start/Early Head Start program and is responsible for its overall leadership and management. You will direct, administer and manage the day-to-day program operations. Your responsibilities will include direct and indirect staff supervision, budget and fiscal assets management, building, leading and managing team support and performance. You will lead all program options, including center-based and home-based services, as well as compliance with donor and Head Start policies and procedures.

### Skills/Requirements:

Bachelor's degree, plus at least 7 years of proven experience developing relationships with community partners

Proven progressively responsible supervisory/management experience including working with boards and advisory committees.

Proven open, honest, objective and good listener with team management approach to clear goals and objectives

Proficiency with Microsoft Office including Word, Excel, PowerPoint and Outlook.

Demonstrated ability to communicate and collaborate with individuals and teams at all levels.

Demonstrated commitment to diversity, inclusion, and belonging.

**How to Apply:** Please visit our career site and apply online, <https://www.savethechildren.org/us/about-us/careers>

[Head Start Program Director | Opportunities \(ultipro.com\)](#)