

**CHILD DEVELOPMENT RESOURCES (CDR)
PO Box 280
Norge, Virginia 23127-0280
757-566-3300**

POSITION ANNOUNCEMENT

Early Head Start Director

Early Head Start (EHS) Director to oversee a comprehensive child development and family support program for income eligible infants, toddlers and expectant parents living in Williamsburg, James City County, York County, and Poquoson, Virginia. Directs and manages the overall operation of the EHS program; ensures that EHS is part of CDR's integrated services approach, as well as part of a coordinated community interagency system; serves as the principal liaison with the parent led Policy Council; is responsible for compliance with local, state, and federal regulations; sound fiscal management; and oversees data collection and reporting. Is responsible for supervising a total staff of 20-25 including family consultants, teachers, aides, an administrative assistant, and developmental play group/transportation staff with the support of four program managers. Articulates the program mission and philosophy to families, staff, and the community.

Master's preferred (BA required) in early childhood education, child development, or related field, 3-5 years of supervisory/administrative experience or combination of training and experience which provides the required skills, knowledge, and abilities. Knowledge of Head Start Performance Standards Part C regulations and NAEYC developmentally appropriate practices; program and fiscal management; infant and toddler health and development; strong leadership skills with a proven track record; knowledge of staff development and team building; and understanding of family centered service delivery using a team approach is required. Experience working with high risk, low income populations and experience with families with limited English proficiency, a strong plus. Must be highly motivated, with excellent oral and written communication skills, demonstrated problem solving abilities, and ability to exercise independent judgment and initiative.

TB test and criminal history, sexual offender's and child protective services background checks required. Must possess a valid Virginia driver's license and have the ability to travel to required meetings and conferences and participate in occasional evening, weekend, and overnight activities. Competitive salary based on credentials and experience. Excellent benefits. EOE.

Please send a letter of interest, resume, and contact information for three professional references to Lisa Thomas, CDR, PO Box 280, Norge, Virginia 23127-0280 or fax to 757-566-8977. Application deadline is November 11, 2008. For more information about Child Development Resources, please visit www.cdr.org.