



L.B.J.&C. Head Start

A limited Purpose Agency Serving
Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton,
Pickett, Putnam, Smith, Warren and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501 • Telephone (931) 528-3361 • Fax: (931) 528-2409 • www.lbjc.org

Outside Job Advertisement

May 3, 2019

Don Alexander, Board of Directors Chairman, is advertising to fill a position vacancy.

Position: Head Start Director

Location: Head Start Central Office
Cookeville, TN

Fringe Benefits: Health, Dental, Vision, and Life Insurance, Retirement Program, Paid Holidays, Sick and Annual Leave.

Salary: \$21.83 per hour, 8 hours per day

Job Qualifications:

- ❖ Proof of Bachelor's Degree in Administration, Early Childhood Education, Child and Family Sciences, Human Services, related field, and experience in supervision of staff, fiscal management, and administration.
- ❖ Bilingual (English/Spanish) preferred.
- ❖ Knowledge and competence in human services program management is required, including program planning, operations, and evaluation, and the use of Management Information Systems.
- ❖ Demonstrate knowledge and abilities in financial development and management in a large non-profit government program.
- ❖ Familiarity or knowledge of Head Start or Parent/Child Centers is needed, including an understanding of the Head Start philosophy and the ability to implement its principles of shared authority and decision-making.
- ❖ Ability to be a team leader/team player in a large service-oriented government program.
- ❖ Good interpersonal and communication skills are required to work with public agencies, the Board of Directors, the Policy Council, Head Start parents, and the community.
- ❖ Requires knowledge in administration and maintenance of facilities, materials, and equipment.
- ❖ Strong leadership, planning, organizational, analytical, and coordination skills are required to manage a large service-orientated government program.
- ❖ Excellent training abilities are required to provide staff with training and development, including on-site consultation, coaching, and mentoring to other staff.
- ❖ Must be 18 years of age and maintain a current valid driver's license.
- ❖ Must be able to lift 40 pounds.
- ❖ Must furnish own transportation to travel service area.
- ❖ Must be able to pass a Pre-Employment Physical Examination, TB Test, Drug Test, and a Criminal History Record Check.
- ❖ Occasional out-of-town travel requiring over-night stay.
- ❖ Resume required.

All applications must be on the Corporation's current employment form. The applicant must also submit three references, which will be check in accordance with State licensing requirements.

The application must be submitted no later than **May 24, 2019** to the L.B.J.& C. Development Corporation, 1150 Chocolate Drive, Cookeville, Tennessee 38501-2206.

Applications received by mail must be postmarked no later than **May 24, 2019**. For information contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the L.B.J.& C. Central Office, Head Start Center, Career Centers, Indeed.com or www.lbjc.org.

AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families
L.B.J.&C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons
Such as race, color, religion, sex, marital status, political affiliation, sexual preference, or qualified individuals
With mental and physical handicaps. The 504/ADA/Title VI Contact Person: Barbara Pendergrass (931) 528-3361