

## Head Start Director

Upper East Tennessee Human Development Agency, Inc., a Nonprofit Community Action Agency located in Kingsport, Tennessee, is now accepting applications for a Head Start Director:

**Duties include:** Program oversight and direction/coordination of all activities within the Head Start Program. Works to ensure all phases of the program operations meet or exceed the requirements set forth in the Head Start Performance Standards, Tennessee Child Care Licensing, Tennessee Pre-K and UETHDA policies and procedures.

**Qualifications:**

- \* Bachelor's degree in Public or Business Management and/or Administration, Human Services, Early Childhood Education, Child & Family Development, Social Services, or related field required, Master's Degree preferred;
- \*Minimum of 5 years previous managerial experience;
- \*Ability to use independent judgment within established policies and procedures;
- \*Extensive experience in budgeting, fiscal management and grant writing.

Applications are available on our website at [www.uethda.org](http://www.uethda.org). Deadline for receiving applications is November 1, 2017.

**EOE**