

Mercer County Head Start- Job Posting

Farrell Area School District and Mercer County Head Start in Pennsylvania is seeking candidates for the following position:

Executive Director of Early Education:

Description: To oversee the administration and operations of a \$6.2 million budget for 4 grants funded comprehensive academic Pre-K Programs-Head Start-Early Head Start and Pre-K Counts. Will manage a staff of 100 employees, located throughout Mercer County, Pa. at 15 locations. Responsible for all programmatic operations and implementation of program goals, administrative procedures and systems, staff supervision and financial management and compliance with contractual obligations. Will write continuation grants for each program and assure grant deliverables are met. Develop written and oral reports for the Policy Council, Governing Boards, and funding sources. Excellent verbal and written skills. Ability to learn and utilize various software and databases. Ability to attend out-of-town and overnight meetings, workshops, and conferences. Must possess and provide clear State and Federal Clearances. Some weekend work may be required depending on the workload.

Qualifications: Minimum of a Bachelor's Degree in Education or Business Administration.

Experience: Five (5) years of Administrative Experience and Two (2) years of Classroom Early Childhood Experience is preferred.

Compensation: Full time position-Salary range \$65,000.00 to \$70,000.00 individual Health Benefits, dental, and vision, retirement, vacation, holidays, personal days, and mental health day.

Submit Electronically only: Cover letter, Resume, and list two (2) professional references deadline date; 4:00 pm Friday May 19, 2023.

www.mchs-ehs.org

Attention: Joe Berringer/Human Resource Manager

MCHS-EHS

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