



# Community Development Institute Head Start

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Serving the San Gabriel Valley

## JOB ADVERTISEMENT

Community Development Institute Head Start (CDI HS) serving the San Gabriel Valley is seeking applicants for the following position:

### **Head Start Program Director:**

This position manages the day-to-day program operations of the Head Start and Early Head Start programs including personnel administration and supervision and oversees the over-all program to ensure smooth functioning of the in all areas to provide quality services to children and families, and to support the goals of the program. Responsible for the development, training and on-going work with the program Policy Council. Responsible for development, training and on-going work with the Policy Council. This position is directly responsible for the smooth functioning of the program and is ultimately responsible to the NIC Site Manager.

Requires a bachelor's degree in child development, early childhood education, human services, business, or a related field with supervisory experience with demonstrated abilities in a management capacity relevant to human services program management.

Pay: \$3,153.84 biweekly      40hr/week – 52 wks/yr.

**Program Director:** Applications and copies of job descriptions may be obtained by calling (626) 585-6500, between 8 a.m. and 3 p.m. or by writing to [jobs@sangabrielhs.org](mailto:jobs@sangabrielhs.org). In-person applications should be submitted to the Human Resources Department at 2555 E. Colorado Blvd Suite# 301, Pasadena, CA 91107 by the closing date of November 25, 2011 or until the position is filled.

**CDI HS is an Equal Opportunity Employer**