

Head Start Early Head Start Program Manager



Program Manager

Serving 192 children ages 6 weeks – 5 years old and their families in a dynamic, quality focused program.

The Program Manager directs the day to day operations of a very active and busy child development program and ensures compliance with licensing regulations, accreditation and Head Start Performance Standards. Provides guidance and direction to staff and sets program priorities and direction.

The successful candidate must:

- Have a master's degree in Early Childhood Education or Bachelor's degree in Early Childhood Education with 5 years experience directing a Head Start Program.
- 3 years managerial and supervisory experience, with at least one year of experience working in a child development setting
 - Proficiency in Microsoft Word, Excel and Powerpoint

Submit resume, cover letter and salary requirements to:

Kingsley House

ATTN: Adrian Todd, LCSW-BACS

1600 Constance Street

New Orleans, La 70130

Or email

atodd@kingsleyhouse.org

No phone calls or faxes will be accepted

This position will be open until filled

EOE