

JOB ADVERTISEMENT

(Head Start current and former parents are encouraged to apply)

Job Title:	Head Start Director	Job Category:	Administrative
Department/Group:	Head Start	Position Type:	Full Time
Location:	Gaston and Lincoln Counties	Travel Required:	Yes
Job Value:	1719	FLSA Status:	Exempt
HR Contact:	Travice Conner or LaDaisha Smith	Date Posted:	8/26/2026
Will Train Applicant(s):	No	Posting Expires:	when filled
Reports To:	Chief Executive Officer	Posting Number:	2006-08

APPLICATIONS ACCEPTED BY

Fax / E-mail / Online: 704.866.8725 hr@gastonca.org	Mail: Gaston Community Action, Inc., P.O. Box 1653, Gastonia, NC 28053-1653
--	---

POSITION SUMMARY

Gaston Community Action, Inc. (GCA) is seeking a highly qualified, experienced, and mission-driven professional to serve as Head Start Director. The Head Start Director provides comprehensive leadership, administration, and oversight of GCA's Head Start program and is responsible for ensuring the delivery of high-quality early childhood education and comprehensive services to children and families.

The Director is responsible for the overall planning, implementation, supervision, fiscal stewardship, regulatory compliance, and continuous improvement of the Head Start program. This position works closely with the Chief Executive Officer, Board of Directors, Policy Council, management team, employees, families, community partners, and funding and regulatory agencies.

The successful candidate must demonstrate strong leadership, sound judgment, effective communication, fiscal accountability, and a thorough understanding of Head Start regulations and early childhood education.

JOB RESPONSIBILITIES SUMMARY

- Provide strategic and operational leadership for all components of the Head Start program.
- Ensure full compliance with the Head Start Program Performance Standards, Head Start Act, applicable federal and state regulations, grant requirements, and GCA policies and procedures.
- Oversee comprehensive services, including education, health, nutrition, mental health, disabilities, family engagement, and community partnership services.
- Maintain appropriate systems for program governance and effective collaboration with the GCA Board of Directors and Head Start Policy Council.
- Lead development, implementation, monitoring, and evaluation of annual program goals, objectives, and improvement initiatives.
- Oversee the Head Start grant application, continuation application, program information reports, community assessment, self-assessment, and other required federal reports and submissions.
- Ensure funded enrollment and compliance with applicable enrollment, attendance, eligibility, recruitment, selection, and attendance requirements.
- Monitor program data and performance indicators to identify trends, concerns, and continuous-improvement opportunities.
- Develop and maintain management systems supporting program quality, accountability, documentation, and regulatory compliance.
- Work collaboratively with Human Resources in recruiting, developing, supervising, evaluating, and retaining qualified Head Start personnel.
- Provide leadership, coaching, and professional development to Head Start management and supervisory staff.
- Ensure staff qualifications, training, professional development, and credentialing requirements are maintained.
- Work closely with the Fiscal Department and CEO to develop and administer the Head Start budget.
- Monitor expenditures and ensure Head Start funds are used appropriately and in accordance with federal requirements, approved budgets, and organizational policies.

- Participate in federal monitoring reviews, audits, program assessments, and corrective-action activities.
- Ensure timely and appropriate responses to monitoring findings, areas of concern, deficiencies, or other compliance matters.
- Develop and maintain positive relationships with parents, community organizations, educational institutions, local agencies, service providers, and other stakeholders.
- Represent GCA and Head Start at meetings, conferences, community events, and professional activities as appropriate.
- Keep the CEO informed regarding significant programmatic, personnel, fiscal, compliance, and operational matters.
- Perform other duties and responsibilities as assigned by the Chief Executive Officer.

EDUCATION, EXPERIENCE, AND HEAD START QUALIFICATIONS

- ☒ Agency requirement: Master's degree in Early Childhood Education, Child Development, or a closely related field. (Required)
- ☐ Federal minimum verification: At least a baccalaureate degree. (45 CFR §1302.91(b))
- ☒ Documented experience supervising staff. (Required by 45 CFR §1302.91(b))
- ☒ Documented experience in fiscal management. (Required by 45 CFR §1302.91(b))
- ☒ Documented experience in administration. (Required by 45 CFR §1302.91(b))
- ☒ Sufficient knowledge, training, experience, and competencies to fulfill the role and support high-quality Head Start service delivery. (45 CFR §1302.91(a))

Degree/major: Master's degree in Early Childhood Education, Child Development, or a closely related field

Relevant leadership experience: Five years

Fiscal management experience: Five years

Administrative experience: Five years

NORTH CAROLINA CHILD CARE LICENSING / ADMINISTRATOR REQUIREMENTS

- ☒ At least 21 years of age, as required for a North Carolina child care administrator.
- ☒ Meets or will timely meet the North Carolina Early Childhood Administration Credential (NCECAC) Level I or approved equivalency requirements applicable to licensed child care administrators.
- ☒ If NCECAC/equivalency is not already held, will enroll/submit required documentation within the state-required timeframe and complete qualification requirements within the allowable period.
- ☒ Meets applicable pre-service requirements before exercising child-caring responsibilities, including education/experience and early childhood program administration training or qualifying administrative experience.
- ☒ Able to provide official transcripts and other credential/equivalency documentation required for NC DCDEE review.

HEALTH, SAFETY, AND DAYCARE LICENSING REQUIREMENTS

- ☒ Staff Health Report / health documentation as required by applicable NC child care rules and agency policy.
- ☒ TB screening/testing documentation as required by applicable law, rule, public health guidance, or agency policy.
- ☒ Obtain and maintain current Infant/Child CPR and AED certification, as applicable to assigned duties and licensing requirements.
- ☒ Obtain and maintain current First Aid certification, as applicable to assigned duties and licensing requirements.
- ☒ Satisfy all applicable background check, qualification, and suitability requirements before unsupervised access to children, as required by Head Start and North Carolina law/rules.

WORK ENVIRONMENT AND SPECIAL SKILLS

Primarily based at a Head Start center/administrative site with travel to other agency locations in Gaston and Lincoln Counties. May require evening or weekend hours for events, meetings, monitoring activities, training, or other program needs.

Special skills / competencies:

Spanish language proficiency: preferred

Other requirements/notes:

GASTON COMMUNITY ACTION, INC.
Post Office Box 1653 | 223 N. Morris Street
Gastonia, North Carolina 28053

Office: (704) 866-8721
Fax: (704) 866-8725

HR COMPLIANCE REVIEW / POSTING APPROVAL

Head Start qualification review:		Reviewer:	
NC licensing qualification review:		Reviewer:	
Compensation/pay range verified:		Reviewer:	
Posting reviewed by:		Date:	
Approved by:		Date:	
Last updated by:		Date:	

EQUAL EMPLOYMENT OPPORTUNITY

Gaston Community Action, Inc. is an Equal Opportunity Employer. GCA prohibits unlawful discrimination and harassment and applies equal employment opportunity principles to recruiting, hiring, compensation, promotion, leave, training, transfer, layoff, and termination.