

## **Region VIII Head Start Grantee Specialist Trainer:**

**Description:** Provide support to the office of Head Start's initiative to assist grantees whose programs have deficiencies or areas of non-compliance or are at risk as identified through monitoring or other data sources (e.g. Risk Management Meetings, PIR). May require work on-site with the grantees if necessary. Provide technical assistance or training, one on one or small clusters, to Head Start programs across Region VIII. Assist the grantee in developing a QIP and maintaining compliance with Head Start Performance Standards. This is a work from home position which will require approximately 50% travel within the six state region as well as attendance at regional and national meetings.

### **Basic Qualifications:**

- 5+ years of experience with Head Start, Early Head Start, or Early Care and Education
- Experience with program design and management areas, including personnel, governance, fiscal and systems development
- Experience in analyzing and redesigning systems for grantees to improve effectiveness and quality of program operations
- Experience with diverse cultural and linguistic environments
- Knowledge of Head Start at the national, state, and local levels
- Knowledge of adult learning principles
- Experience with Microsoft Office, including Word, PowerPoint, and Excel
- Ability to obtain a security clearance
- BA/ BS degree or higher in a field related to program design and management

### **Additional Qualifications:**

- Ability to collaborate and foster professional relationships with Head Start program management staff, policy councils and governing boards
- Ability to work in a team environment and display professionalism
- Ability to work from home office including internet connectivity
- Ability to travel extensively
- Ability to deliver presentations
- Possession of excellent customer service skills
- Possession of excellent oral and written communication skills

**Start immediately (position closes December 14, 2011)**

For further information, please contact Darcy Allen-Young, Region VIII TTA Coordinator, Booz Allen Hamilton, 303.844.7296, [allenyoung\\_darcy@bah.com](mailto:allenyoung_darcy@bah.com) , or Rebecca Hoehne, Booz Allen Hamilton Recruiter, [hoehne\\_rebecca\\_1@ne.bah.com](mailto:hoehne_rebecca_1@ne.bah.com)