Head Start of Washington County, Inc.
POSITION ANNOUNCEMENT

POSITION TITLE: Director of Human Resources

LOCATION: Memorial Blvd. Administrative Office

HOURS/ SHIFT: Monday - Friday / 37.5 Hours per week
52 Weeks per year

SALARY: $74,275.50

QUALIFICATIONS:
Bachelor's degree in Human Resources, Business Administration, or similar field required. At least 3 years experience in Human Resources management preferred. Human Resource certifications or the ability to get them are also required.

RESPONSIBILITIES:
Responsible for the management of the Human Resources Department of the agency in accordance with federal, state, and local laws/regulations and Head Start Performance Standards. Oversees agency recruiting, interviewing, hiring and onboarding process. Maintains and updates personnel policies. Develops and monitors performance management process for the agency. Assists the Leadership Team in classifying/updating agency positions and oversees the employee evaluation process. Responsible for the administration of employee benefits. Responsible for agency staff meeting agendas and notifications. Reports and monitors Worker's Compensation, FMLA and STD claims. Facilitates employee grievance process. Conducts investigations into allegations or incidents as required.

BENEFITS: Great Benefits –
- Eligible for Health, Dental, and Vision benefits
- Paid Lunch
- PTO / ESS Leave
- Holidays – 14 days
- Agency Paid Life and Short-Term Disability Benefits
- Eligible to participate in Retirement Plan

Application Deadline: 11/30/26 (position available mid-January 2027)
Submit an application and resume to:
Executive Director
325 W. Memorial Blvd., Hagerstown, MD 21740

www.headstartwashco.org
Equal Opportunity Employer