

Date Posted: 06/13/12

## Texas Head Start Association

### JOB OPPORTUNITY POSTING

**Job Title: Head Start Program Administrator**

**Employer/ Agency: Brazos Valley Community Action Agency**

**Job Description:** – Oversight and operation of Head Start and Early Head Start programming. Ensures Federal Performance Standards, Policies and Procedures, and all Federal and Local requirements are met. Uses a team approach, supports site-based management for Centers in each service area, and supervises Program Training Specialists and Operations staff.

**Qualifications:** Requires a broad range of performance abilities including responsive supervision, efficient recordkeeping/ monitoring, firm accountability, timely paperwork and documentation of program activities, timely and accurate grant reporting, and achieving related child and parent services. BA/BS min.acceptable; at least 2 yrs supervisory/ administrative exp. in an Early Childhood Program, preferably a Head Start program; at least 3-5 yrs. classroom, with 15 hrs. of specific Early Childhood coursework.Head Start experience preferred. MA preferred.

**Hours: M-F**

**Salary: TBD**

**Send your resume and cover letter to: Brazos Valley Community Action Agency,Inc**

**Attn: Catherine Stidham**

**Address: 1500 University Drive East, Suite 100**

**City, State, Zip: College Station, TX 77840**

**Telephone: 979-846-1100**

**Fax: 979-690-9390**

**E-mail Address: [cstidham@bvcaa.org](mailto:cstidham@bvcaa.org)**

**Application Method Preferred: e-mail resumes/applications to [cstidham@bvcaa.org](mailto:cstidham@bvcaa.org)**

**Opening Date: Immediately**

***If your response to this job posting results in successful employment, please email THSA at [webmaster@txhsa.org](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity.  
Thank you***