

Date Posted: 2/18/2015

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Center Administrator

Employer/ Agency: Gulf Coast Community Services Association

Job Description:

POSITION SUMMARY:

The primary scope for this position is to be responsible for the total operation of assigned center(s) including but not limited to administrative tasks, compliance with all standards and regulations, staff management, parent and community relations and collaboration with all content areas while actively and consistently striving to provide an exemplary innovative program that provides comprehensive, high quality services through commitment and leadership to empower the whole child and family by partnering with family, staff and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follow agency and center's operation procedures and ensure efficient daily operations in center(s).
- Ensure all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Ensure all records and information required on children, staff and program operation are accurate and up-to-date.

- Ensure all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Safeguard center's property by ensuring that all equipment and materials are properly used and maintained.
- Supervise all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Conduct formal performance appraisal during established, appropriate timeframes.
- Conduct regular staff meetings, ensuring staff members are abreast of Agency's latest information
- Collaborate with all content area specialists who are assigned to serve the center's children, families and facility.

- Follow Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist Volunteer Services in recruiting and monitoring/mentoring volunteers.
- Complete required administrative tasks and submit reports accurately and on time.
- Keep supervisor(s) informed regarding center's operations and status through oral and written communication.
- Perform other duties assigned or requested by the supervisor(s).

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:

Bachelor's Degree required in Early Childhood Development, Elementary Education or related field. Minimum of one (2) years early childhood education / management experience required. Knowledge of issues of low income families, especially minority groups. Experience in working with children, preferably birth to five years. Experience in Head Start/Early Head Start preferred. Knowledge of adult learning styles and successful approaches to adult learning. Training experience desirable in large and small group settings. Ability to meet Texas Department of Family and Protective Services Childcare Director's Certification requirements.

Licensing/Certifications:

For positions requiring driving while on the job, employees are required to provide their own transportation with required liability insurance for that vehicle, in the employee's name. Must have a valid driver's license.

Language Skills:

Ability to read and comprehend intermediate to complex instructions and correspondence. Bilingual English/Spanish preferred.

Mathematical Skills:

Intermediate to advanced math skills required.

Computer Skills:

To perform this job successfully, an individual should be able to work in a computerized environment and have basic knowledge of Microsoft Office, Internet and other Agency software.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Oral Communication:

Speaks clearly and professionally in positive or negative situations; listens and seeks clarification.

Written Communication:

Writes clearly and informatively; Edits work for spelling and grammar.

Reasoning Ability:

Ability to define problems and make sound decisions based on available information not limited to cases of emergency. To seek guidance from immediate supervisor and/or equivalent during times of need.

Teamwork:

Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Diversity:

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics:

Treats people with respect and dignity; Works with integrity and ethically upholds Agency's mission and values.

Hours: 8:00 am – 5:00 pm

Salary: \$32,980.00 - \$49,460.00

Send your resume and cover letter to:

Attn: [Name of HR person]

Address:

City, State, Zip:

Telephone:

Fax:

E-mail Address:

Application Method Preferred:

HOW TO APPLY: ALL QUALIFIED, INTERESTED CANDIDATES **MUST** COMPLETE AN ONLINE APPLICATION FOR CONSIDERATION. PLEASE VISIT WWW.GCCSA.ORG, SCROLL DOWN TO EMPLOYMENT OPPORTUNITIES AND CLICK ON LINK, THEN CLICK ON VIEW CURRENT OPENINGS LINK.

ADDITIONALLY: FOLLOWING IS THE DIRECT URL TO TAKE YOU TO THE ONLINE APPLICATION.

<https://gccsacrecruit.gccsa.org/cyberweb/>

GCCSA offers an excellent benefits package and talent development program, and fosters a highly skilled, energized and empowered workforce. GCCSA is an Equal Opportunity and Affirmative Action Employer.

Opening Date: 2/18/2015

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