

Date Posted: September 7, 2017

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Assistant Director of Operations

Employer/ Agency: Harris County Department of Education

Job Description: Primary Purpose:

Oversee the operations of the Head Start centers to ensure that the Texas Department of Family and Protective Services Minimum Standards, Head Start Program Performance Standards and other pertinent federal, state, and local guidelines are met in the daily operations and delivery of services to children and family in the Head Start program. Support the Senior Director of Head Start in achieving division objectives.

Qualifications:

Education/Certification:

* Master's degree from an accredited university in Early Childhood Education, Psychology, Sociology, Social Work or related field

Special Knowledge/Skills:

- * Strong written and verbal communication skills
- * Ability to interact with diverse populations
- * Strong critical thinking and decision-making skills
- * Ability to identify and solve problems
- * Ability to work cohesively on an interdisciplinary team
- * Proficiency with a variety of software, including Microsoft Word, Excel, Power Point, Publisher, and Access
- * Bilingual (English/Spanish) oral and written communication skills preferred

Experience:

* Minimum of five years experience in the leadership and/or management of an early childhood, Head Start or other human services or education program

* Experience in managing a licensed childcare facility

* Early Head Start and/or Head Start experience preferred

Hours: Morning Shift

Salary: \$71,323 – 72,000

Send your resume and cover letter to:

Attn: Laura Nilon-Williams

Address:

City, State, Zip:

Telephone:

Fax:

E-mail Address: lnilon@hcde-texas.org

Application Method Preferred:

Opening Date:

***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***