

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Head Start Director

Employer/ Agency: SER – Jobs for Progress National

Job Description: The Head Start/Early Head Start Director is responsible for the coordination and implementation of the day-to-day operation of the Head Start/Early Head Start program, including planning, general administration and oversight of Head Start/Early Head Start personnel. The Director is responsible for developing and maintaining systems and services adequate to ensure a quality program. The Director is responsible for implementing shared governance among management, Policy Council and governing bodies for program planning, monitoring and decision-making. Head Start Director will report to the Executive Vice President.

Qualifications:

- Requires a Degree in Education with a concentration in Early Childhood Education, or Educational Administration or related fields or equivalent educational development and training. A minimum of five years professional leadership/management and supervisory experience preferably in Early Childhood Educational programs.
- Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs. Head Start experience preferred.
- Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services.
- Excellent oral and written communication skills. Bilingual (English/Spanish) preferred.
- Experience in design and delivery of training.
- Advance computer skills, including internet and e-mail. Ability to learn the use of web-based systems.
- Must meet all requirements for child care staff as defined by the Texas Department of Family and Protective Services.
- Requires experience and skills in community leadership activities.
- Requires the ability to travel to meetings, training and to other work sites.
- Valid Texas Driver's License/proof of auto insurance/annual DMV check required
- Required to have enrollment in Child Care Division - Criminal Background Registry.

Salary: \$50,000.00

Send your resume and cover letter to:

Attn: Tony Morales, Director of Human Resources

E-mail Address: HR@ser-national.org

Application Method Preferred: Send your resume, cover letter and salary requirements to hr@ser-national.org

Opening Date: 03/20/2015