

Date Posted: 05/27/2013

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Center Supervisor

Employer/ Agency: TMC Golden Crescent Head Start (Locations: Victoria, Port Lavaca, TX.)

Job Description:

The Center Supervisor is responsible for the general and day to day operations of a Head Start center, covering multiple classrooms, planning and implementing a child development program that conforms with developmentally appropriate practices, assuring regulatory and legal compliance with federal, state and local regulations, communicating with parents and the community and supervision and monitoring of all staff working at the assigned center. The Center Supervisor serves as a member of the Management Team. The position may be reassigned to various centers as deemed necessary for program operations.

Qualifications:

MINIMUM REQUIREMENTS:

1. A Child Development Associate Preschool Credential (CDA) with at least 18 college credit hours in Early Childhood Education and experience working with children birth – five (5) years in a Licensed Child Care Facility **OR**
2. A state awarded certificate for preschool teachers that meets or exceeds the requirements for a CDA Credential **OR**
3. An Associate of Applied Science (AAS) Degree in Child Development Education **OR**
4. An Associate Degree in Early Childhood Education **OR**
5. Associates Degree in a related field and course work equivalent to a major relating to early childhood education with experience teaching children birth – five (5) years.
6. Must be at least twenty-one (21) years of age.
7. Must obtain and maintain Basic First Aid and CPR certification within thirty (30) days of employment.
8. Must have good computer skills and experience in Microsoft Office Word, Outlook, Excel and Power Point.
9. Ability to communicate effectively with families and all applicable constituencies.
10. Good oral and written communication skills.

PREFERRED REQUIREMENTS:

1. Bachelor's Degree in Early Childhood Education **OR** Child Development Education.
2. An Associate of Applied Science (AAS) Degree in Child Development Education **OR**
3. An Associate Degree in Early Childhood Education.
4. With Experience working with children in a Licensed Head Start program or a Licensed Childcare setting.
5. Bilingual (English/Spanish)

Hours:

Full-Time

Salary:

Contact HR Specialist or TMC Website: <http://www.tmccentral.org>

Send your resume and cover letter to:

Attn: Lori Morgan

Address: 120 S. Main, Suite 230

City, State, Zip: Victoria, TX 77901

Telephone: (361)582-4441

Fax: (361)582-4492

E-mail Address: Golden.HR@mail.tmccentral.org

Application Method Preferred: E-mail

Opening Date: Immediate

TMC is an Equal Opportunity Employer

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