

**Date Posted:**  
**07/07/2017**

## **Texas Head Start Association**

### **JOB OPPORTUNITY POSTING**

**Job Title: Center Director-Newton, Texas**

**Employer/ Agency: TRI COUNTY COMMUNITY ACTION**

Job Description: **PRIMARY PURPOSE:**

The Center Director must be a person who can assume all responsibilities as well as regular classroom duties. She/he must take responsibility for the care and safety of all children and staff in the center and assume supervisory responsibility of all center employees. She/he must be able to be firm without being inflexible and must demonstrate tact in dealing with staff, parents and volunteers. She/he must possess planning skills and be able to budget time wisely. The Center Director must be able to maintain cordial relationships with all community resources agencies and civic group representatives. Good communication skills are vital.

**Qualifications:**

B.A., B.S., or Associate degree desirable. A high school diploma and some college necessary. Child Development Associate Degree (CDA) desirable or Certificate Level I and II. If does not have CDA or Certificates, will acquire within one years from first day of employment. Must also obtain Director's Licenses from Child Care Licensing's as soon as possible after employment.

**Hours: Vary**

**Salary: DOE**

**Send your resume and cover letter to:**

**Attn: Christina Leary**

**Address: P.O. Drawer 1748**

**City, State, Zip: Center, Texas 75935**

**Telephone: 936-598-6315**

**Fax: 936-598-7273**

**E-mail Address: cleary@tccainc.org**

**Application Method Preferred: Please go to [www.tccainc.org](http://www.tccainc.org) and click on the careers tab and print off the application along with the request form and e-mail, or fax to the information provided above.**

**Opening Date: 08/05/2014 Close 08/18/2014**