

Date Posted: 10/01/08

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Assistant Center Manager

Employer/ Agency: Neighborhood Centers Inc.

Job Description: This position is responsible for ensuring that the Head Start center remains in compliance with applicable local, state and federal standards, including, but not limited to, Minimum Standards Rules, NCI Policies and Procedures and Head Start Performance Standards.

Qualifications: Bachelor's degree with a major in Elementary Education or preferably Early Childhood Education or equivalent experience. Three (3) years direct experience working with young children, two (2) to eight (8) years of age. Two or more years working in a management or supervisory capacity.

Hours: 8:00am – 5:00am

Salary: \$29,336 – \$61,387

Send your resume and cover letter to:

Attn: Oscar Salazar, Jr.

Address: P.O. Box 271389

City, State, Zip: Houston, TX 77277

Telephone: 713-273-3211

Fax: 713-273-3130

E-mail Address: osalazar@neighborhood-centers.org

Application Method Preferred: On-line www.neighborhood-centers.org

Opening Date: 08/01/2008

***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***