

Date Posted:

Texas Head Start Association

12/21/2009

JOB OPPORTUNITY POSTING

Job Title: EARLY HEAD START OPERATIONS MANAGER

Employer/ Agency: TRI COUNTY COMMUNITY ACTION

Job Description: To ensure that Performance Standards are met during daily operations and that program systems and procedures are coordinated to meet EHS standards. Provide support and consultation to Center Managers and County Coordinators and other staff. Monitoring the program for compliance, fiscal management, and community linkages. To ensure centers are following all Minimum Day Care Standards.

Qualifications: Education: Master's, B. A., B. S., or Associates Degree in Early Childhood Education,, Sociology, Social Work, Business Admin. Five years experience in leadership and/or management of EHS/ Head Start Programs or other Human Services or education programs.

Hours: 8:00am – 4:30pm Monday thru Friday

Salary: DOE

Send your resume and cover letter to:

Attn: Theresa Bell/HR Director

Address: 1121 Hurst

City, State, Zip: Center, Texas 75935

Telephone: 800-464-1839 x13

Fax: 936-598-7272

E-mail Address: mstheresabell3@sbcglobal.net

Application Method Preferred: e-mail or fax