

Tri-County Head Start

Current Job Announcement

10/18/2017

Do you want to make a difference in the lives of children? Tri-County Head Start is seeking an experienced, energetic Full-Time **Head Start Center Director** for our largest center located in Durango, Colorado.

Durango is an idyllic town with an excellent sense of community, great weather, abundant outdoor activities and a fantastic selection of restaurants and cultural activities. Backed up against the San Juan Mountains and home to the historic narrow-gauge Denver & Rio Grande Railway, Durango has been named No. 3 in a list of "Top 100 Best Small Towns" in the U.S. by Livability.com.

Located in the southwest corner of Colorado, Tri-County Head Start has been serving children and low income families for over 40 years. Our dedicated staff of 100 early childhood education professionals work hard to provide quality programs at ten licensed centers in La Plata, Archuleta, and Montezuma Counties. In one program year, over 300 children ages 0-5 years benefit from services including: age-appropriate educational activities, health screenings and assessments, disability services, and family engagement activities, all at no cost to parents or guardians.

The work we do in our community is based upon our mission: "to develop and provide quality, integrated, comprehensive early childhood development program which offer a broad range of services and respond to the needs to eligible young children and their families for the purpose of preparing them for success in school and life."

This position is responsible for supervising and coordinating activities and facilitating general center operations. This position works closely and is supported by an Education Specialist, Health & Safety Specialist, Family Engagement Specialist, and a Mental Health & Disabilities Specialist. The center has a licensed capacity of 72 including 32 preschool-aged children and 40 early head start aged. This position supervises 20 + employees and the center operates year-round. The program offers part day, and school day options.

The ideal candidate requires strong leadership and supervision skills, ability to multi-task in a fast-paced environment, excellent communication skills both written and verbal, proven ability to build relationships with families, children and staff, attention to detail, organization, and ability to prioritize effectively.

Some of the exciting things you will do as a Director include:

- Provide a safe and healthy environment in which children can learn, explore, imagine and discover new skills.
- Develop rapport and strong communication with parents encouraging participation in the center.
- Utilize supervised staff effectively to facilitate center functions. Prepare work schedules and expedite workflow.
- Maintain harmony among staff, resolve grievances; maintain ongoing communication between Central Office and center staff.
- Ensure that all facets of the focus area plans are implemented consistently, including Child Health & Development, Family & Community Partnerships, and Program Design & Management.
- Establish and oversee the physical environment according to program standards and state licensing to include, but is not limited to: use and maintenance of space, furniture, equipment, and materials; certification from Fire and Health and Sanitation Departments in compliance with regulations and codes; submission of medical emergency plan, dental emergency plan, fire emergency plan, evacuation plan; arrange for immediate approval for timely correction of facility problems such as heat, light, water, etc. Monitor custodial support.

- Assure that all reports and records are submitted to the Central Office as required in a timely, consistent manner to include, but not limited to: lesson and learning center plans (also posted), monthly agenda, daily schedule, work schedules, I.E.P. reports, attendance records and meal count, personnel activity reports, leave requests, disciplinary actions, Weekly Center Report, T/TA documentation, children's records, In-Kind, health alerts to the Health/Safety Specialist, monthly Human Services Tracking reports, Parent Center Committee meeting minutes, enrollment reports, etc.
- Administer and support policies and procedures of the program in daily operation. When needed provide oral/ written instructions. Monitor subordinates for compliance with written policies, procedures and code of conduct. Work with subordinates to correct performance deficiencies; confer with supervisor/Human Resource Manager regarding ongoing performance issues.
- Provide on-going training and technical assistance to staff. Complete staff orientation as needed. Assess individuals' needs, provide one-to-one training as necessary, provide general training at staff meetings, and arrange for specialized T/TA with supervisor. Participate in professional development activities including coaching system.
- Attend Parent Center Committee meetings as requested. When other staff attends parent meetings, request change of work schedules within the same week as the meeting.

Minimum Requirements: Bachelor's degree (BA) or Associate's degree (AA) in Early Childhood Education or related field, Colorado Preschool Director Certification or willingness to obtain. Minimum of 5 years' experience directing a child care center required, previous experience with Head Start/Early Head Start and teaching experience preferred.

Salary/Benefits: Annual salary range \$34,819.20 to \$41,246.40; based on education and experience. Sign On Bonus of \$1,500 for applicant who is Large Center Director Qualified at time of hire and successfully completes 90 days of employment.

Benefits include a Minimum Essential Coverage plan with employee's cost paid for by TCHS and option to enroll dependents. There is an option to buy up into another limited medical plan with payroll deductions bi-weekly. Health benefits along with Dental, Vision and Aflac are available for enrollment on the 1st of the month following 60 days of employment. Additional benefits include sick, personal and annual leave, along with paid winter and spring breaks. Option to sign up for a 401 (b) plan after one year of employment.

To apply please send cover letter, resume, reference letters and unofficial transcripts to Mandy Zientara, Human Resources Manager at mandyc@tchs4c.org.

Durango 4C Council/Tri-County Head Start is an Equal Opportunity Employer.