

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 5/8/17 IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 05/18/2017 OUTSIDE: X

POSITION: Educational Services Manager/Coach INITIAL WORKSITE* To be determined

* Subject to change based on program needs

PROGRAM: Head Start/Early Head Start

SALARY: Hourly: _____ Annually: \$35,813 (year one only-12 months)*
\$29,845 (subsequent years-10 months)*

* Please see below under Working Conditions

GENERAL SCOPE:

Under the supervision of the Child Development Services Manager, and in concert with HRDC Policies and Procedures and Program guidelines, assumes the responsibility for the operation of a Head Start or Early Head Start Center; coordinates all aspects of Center operations; supervises all center staff and monitors performance; identifies staff in need of mentoring and provides modeling/professional development opportunities to assist in their growth; supports all staff in identifying resources to assist them in the performance of their duties, responsible for implementing program goals; submits accurate reports in a timely fashion; is aware of the latest legislation/regulations impacting on the program, and advises supervisor and staff of same; fosters good community relations; assists in creating a positive, supportive environment for clients and staff; maintains a positive, professional attitude at all times; adheres to the Agency policy of confidentiality governing areas of personnel, budget information, contract negotiations and client information; coordinates special projects as assigned by the Supervisor.

QUALIFICATIONS:

EDUCATION/EXPERIENCE:

1. Bachelor's Degree from an accredited four-year academic institution in Early Childhood Education.
2. At least 4 years working in a formal childcare setting.
3. Preference given to those with comprehensive supervisory experience of a multi-tasked work group.
4. Preference given to those with experience in training adults.

SKILLS:

1. Must possess excellent verbal and written communication skills.
2. Must be efficient, highly organized and work effectively under pressure.
3. Must be efficient in meeting all deadlines.
4. Must have knowledge of and experience in using Microsoft Office (Word, Power Point, Publisher, and Excel) and be proficient at the end of probationary period to develop systems using the Microsoft Office software applications. Also, must have the ability to learn and effectively use other software applications within agency-designated timeframe.
5. Must possess typing skills sufficient to be productive.
6. Ability to exercise independent judgment.
7. Desire, ability, and temperament to effectively work with individuals and groups from all sectors of the community.
8. Ability to maintain filing system.
9. Ability to establish meaningful program activities.
10. Ability to read and interpret regulations.
11. Physical ability to perform duties.

Requirements

1. Must provide a satisfactory Criminal Background Check within timeframe established by the program.
2. Must be flexible and eager to accept new challenges; have a positive attitude and an outgoing personality.
3. Must, at a minimum, dress in a manner that is casual, but tailored and conservative. On days when meeting with outside organizations, must dress in a manner that reflects the dress norms in a professional office. Must be neat and well groomed at all times.
4. Must have access to transportation on a daily basis and the flexibility to travel independently.

WORKING CONDITIONS:

This is a salaried (non-Union) position. Salary based on a normally scheduled work week of forty (40) hours. Work months per year may vary based on program needs. Works in center/centers 85% of the time. Remainder of time is spent at meetings and in trainings. Nature of position may require travel between centers. Must have the flexibility to work beyond scheduled workday and travel out-of-town when program operations require it. The first year of this position requires several trainings over a two-month time period. Therefore, the first year, the person would work 12 months. Subsequent years, the employee would work 10 months.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

AN EQUAL OPPORTUNITY EMPLOYER