Community Development Institute Head Start
JOB ADVERTISEMENT
(432) 242 - 8953

CDI HS Serving Midland County, TX is currently seeking applicants for the following positions: If you are interested in completing an application for employment, please send an email to hr@cdihsmidlandco.org. Also, you may obtain employment application by visiting www.cdiheadstart.org/midlandco. Please include your name, address, telephone number and position you are interested in applying for and we will send an application to you. CDI Head Start is an Equal Opportunity Employer.

PROGRAM DIRECTOR – This position manages the day-to-day program operations of a program with Head Start and/or Early Head Start including personnel administration and supervision and oversees the overall program to ensure smooth functioning of the program in all areas to provide quality services to children and families, and to support the goals of the program. Responsible for development, training and on-going work with the program Policy Council. Minimum requirement is a bachelor’s degree in child development, early childhood education, human services, business or related field with supervisory experience. Courses in public administration to include, budgeting, personnel, and supervision are helpful. Starting at $2,308 bi-weekly.

EDUCATION SERVICES MANAGER - The Education and Early Childhood Development content area is an integral part of the larger system of services provided by Head Start/Early Head Start. This position is responsible for the education and early childhood development portion of the Head Start Performance Standards. This includes working to develop an early childhood education curriculum and providing educational resources for staff and parents, ensuring compliance with performance standards and recognized best practices in the field of early childhood education. This position is also responsible for services to children with disabilities. This includes working to develop appropriate placement and early childhood education curriculum and providing educational resources for staff and parents, ensuring compliance with performance standards and recognized best practices in the field of early childhood education and special education. Current minimum qualification is a baccalaureate or advanced degree in Early Childhood Education or a baccalaureate or advanced degree in any field and coursework equivalent to a major relating to Early Childhood Education. Starting at $1,900 bi-weekly.

HEALTH MANAGER - Health (medical and dental), mental health services, nutrition and child safety areas are an integral part of the larger system of services provided by Head Start/Early Head Start. The position is responsible for collaborating on the development and implementation of the program, tracking and recordkeeping, community relations and outreach. The position could involve provision of direct services in the health areas only if the individual is licensed, certified or registered as such in the state of service. Minimum requirement is a bachelor’s degree in a health or nutrition field or other closely related field. Experience working in public health or nutrition arena and working with low-income clients preferred. Experience and training in public health, nursing, health education, maternal and
child health or health administration preferred. Experience and knowledge of family-strengths/family-centered practice preferred. Starting at $23.75 hourly.

CENTER SUPERVISOR - This position is responsible for the general and day-to-day operations of a Head Start/Early Head Start center or cluster of outlying centers, covering multiple classrooms, assuring regulatory and legal compliance with federal, state and local regulations, communicating with parents and the community and supervision and monitoring of all staff working at the assigned center(s). This position oversees the smooth functioning of the center and classrooms in operational areas including staffing, center budget management, food services to children, inventory, safe environments and facilities and technology in order to provide reliable, healthy and safe services to children and families, and to support the goals of the program. The position may be reassigned to various centers as deemed necessary for program operations. Associate’s degree or higher in early childhood education, child development or other related education or human service degree with experience working with young children preferred. One year supervisory experience preferred. Some experience in financial management and budgeting preferred. Previous Head Start/Early Head Start experience preferred. Ability to meet the state requirement(s) for “site director” required. Starting at $1,480 bi-weekly.

LEAD TEACHER - This position is responsible for the general and day-to-day operations of a Head Start and/or Early Head Start center with more than one classroom assuring regulatory and legal compliance with federal, state and local regulations, communicating with parents and the community and supervision and monitoring of staff. The position also has responsibility for a group of children as the Teacher in the classroom. The position may be reassigned to various centers as deemed necessary for program operations. Receives content area supervision, training and technical assistance from content area managers/specialists/coordinators. Minimum requirement is to meet the educational requirements of Teacher -- Preschool job description (depending on the age setting of the classroom assigned to the individual in this position). In addition, this position requires at least 2 years’ experience as a Teacher – Preschool (depending on the age setting of the classroom assigned to the Lead Teacher in this position). Previous management and supervision experience is preferred. Ability to meet the state requirement(s) for “site director” required. Starting at $1,360.00 bi-weekly.

TEACHER PRESCHOOL – This position serves as the lead worker in a classroom of Head Start children by planning, implementing, and supervising all classroom activities. This position works with typically developing children and children with disabilities. Because this position is one part of a large system of services provided to children and families, this position also serves as a social service referral person and shares responsibility for parent involvement in the program. The position of Teacher works in tandem with the rest of the parts of the system as an integrated team to support the goals of the program. Minimum requirement is an associate degree in Early Childhood Education or in a field related to Early Childhood Education and coursework equivalent to a major relating to Early Childhood Education with at least 500 clock hours of experience in an early childhood setting teaching preschool-age children. If you do not meet the minimum qualification, we will provide training and pay tuition towards obtaining associate degree. Starting at $1,280 bi-weekly.
ASSISTANT TEACHER – This position works as a part of a teaching team to work as a partner with the teacher/lead teacher in developing activities for Head Start children to provide them with varied experiences and an appropriate learning environment. Works with typically developing children and children with disabilities. Assistance is given to the teacher in carrying out the goals, policies, and activities designed to implement educational objectives and performance standards. Minimum requirement is a CDA (or equivalent) or be willing to obtain CDA within two years of hire. If you do not meet the minimum qualification, we will provide training and pay tuition towards obtaining CDA. Starting at $11.00 hourly with CDA.

FAMILY ADVOCATE - This position supports and assists families as they identify and meet their own goals through a family-centered case management model for developing and carrying out the program Family Partnership Agreements including responsibility for child files, enrollment/applications, etc. This position also assists with the completion of the child health requirements and other required screenings and assessments. This position supports the larger system of social services coordinated by Head Start/Early Head Start, thereby supporting the goals of the program. Minimum requirement is an AA or higher in Social Work or Human Services or related human services field. Starting at $15.00 hourly.

ADMINISTRATIVE ASSISTANT HR/FISCAL - This position performs all duties as required to ensure accurate and timely processing of accounts payable, accounts receivable, payroll and other duties relating to fiscal operations. Position is responsible for monitoring program expenses, tracking activity in program budget lines and communicating any issues or overspending concerns. This position is responsible for the human resources activities of the program including personnel files, ensuring orientation and tracking of staff. This position is responsible for the smooth operations of an office and other duties related to administration including answering phones, filing, etc. Minimum requirements are a high school diploma with five years direct experience working with purchasing, accounts payable, payroll and/or human resources. AA degree or higher in a related field preferred. Must possess a basic understanding of accounting systems and general office systems. Working knowledge of Microsoft Word and Excel is required. The position must have the ability to manage numerous tasks, possess good organizational skills, communicate effectively with co-workers and the public, and work collaboratively in a team environment. Starting at $14.00 hourly.

ADMINISTRATIVE ASSISTANT - This position is responsible for the smooth operations of an office and other duties related to administration including answering phones, filing, etc. Performs all duties as required by the Program Director and/or immediate supervisor and other duties as assigned relating to the administrative component including, policy and procedure updates, typing, word processing, faxing, acting as receptionist and other clerical duties. Minimum requirements are a high school diploma or GED with some relevant experience in human resources and/or secretarial functions. AA degree or higher in related field preferred. The individual must possess a sound working knowledge of Microsoft Word and Excel. The position must have the ability to manage numerous tasks, possess good organizational skills, communicate effectively with co-workers and the public, and work collaboratively in a team environment. Minimum requirement is a high school diploma/GED. Starting at $10.00 hourly.
PROGRAM AIDES - This position works as a part of a team to assist in activities in the areas of the classroom, kitchen and bus and/or to serve as a disabilities aide as needed. The position contains elements of job descriptions of positions with titles similar classroom aide, bus monitor, janitor and kitchen aide and as a disabilities aide providing support for children with disabilities. Works with typically developing children and/or children with special needs/disabilities. The position may be reassigned to various classrooms/centers/bus routes as deemed necessary for program operations. This position may receive content area technical support and training from the staff person responsible for center supervision, teacher, bus driver, staff person responsible for transportation, kitchen staff and/or program managers/specialist/coordinators. The minimum requirement is that the individual be 18 years of age. This is an entry-level position requiring no previous education or experience unless there is a local or state regulation that requires a high school diploma or G.E.D. A high school diploma or G.E.D. is preferred. Starting at $9.00 hourly