OTERO JUNIOR COLLEGE
CHILD DEVELOPMENT SERVICES
VACANCY ANNOUNCEMENT

Director – La Junta
Manages and administers the overall operations of Head Start, Migrant And Seasonal Head Start and Early Head Start programs. Assures all program options comply with local, state and federal regulations and mandated standards. Supervise staff in reaching the objectives of the program.

JOB DUTIES:
1. Adhere to Otero Junior College Child Development Services policies and procedures.
3. Support and implement the philosophy and goals of Otero Junior College Child Development Services.
4. Will encourage and support parent involvement in all aspects of the Head Start program.
5. Personnel Management – provides vision, motivation and leadership.
   a. Staff evaluation
   b. Discipline actions
   c. Assignment of duties
   d. Final selection of staff after the screening committee process is completed.
7. Research and prepare reports for funding sources and for internal review, including program planning and evaluation.
8. Timely preparation and submission of annual program applications to ensure continued funding.
9. Direct communication with Regional Office personnel (Program specialists).
10. Monitor and evaluate program quality through monitoring of all program content areas on a continuing basis.
11. Works in collaboration with the CDS Business Manager with financial process in developing budgets.
12. Approves purchase of items in accordance with State of Colorado purchasing procedures.
13. Keeps informed and knowledgeable of Head Start regulatory changes. Assures required changes are implemented.
14. Explores, researches and prepares proposals for additional grant funding opportunities.
15. Leads and implements the process of the Community Assessment according to the Head Start Standards and ensures the needs of community are met according to the Community Assessment.
16. Leads and implements the process of the annual Head Start Self-Evaluation according to the Head Start Standards.
17. Attends and communicates with the governing board and policy council to ensure relevant information is available for decision making.
18. Other program related duties assigned by supervisory personnel and/or Otero Junior College President.

QUALIFICATIONS/SKILLS:
1. Minimum qualifications: BA in ECE, Social Work, Psychology, Family Studies or related field and a minimum of five years of appropriate education and/or administrative experience in Head Start or similar program. Preferred qualifications MA in Early Childhood Education, Social Work, Psychology, Family Studies or related fields and a minimum of three years of appropriate education and/or administrative experience in Head Start or similar program. Substantial workforce experience in Head Start maybe used in place of education.
2. Ability to provide professional leadership.
3. Demonstrates skills in a management capacity relevant to educational program management. Management experience and proficiency in the following: Professional Education, Staff Supervision, Community Relations, Early Childhood Education, Organizational Development, Budget Preparation, Program Development Activities, and Ongoing Monitoring.
4. Strong oral and written communication skills
5. Grant writing skills.
6. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
7. Be eligible to work in a child care setting.
8. Have valid First Aid and Infant/Child CPR card and keep current or obtain within 30 days of employment if applicable to position.
9. Positive role model for children; language, dress, and behavior must be appropriate to a child care setting.
10. Show emotional stability and maturity.
11. Sensitive to cultural diversity.
12. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
13. Able to adhere to strict standards of confidentiality.
14. Be able to work effectively as a member of a team.
15. Submit regular on-going medical statements signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position hired for. Pursuant to State of Colorado Rules Regulating Child Care Centers and HS Performance Standards.
16. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
17. Bilingual English/Spanish a plus.

Finalists will be required to provide evidence of the above qualifications.

Salary: depending on education and experience.

Benefits: PERA, medical, dental, vision, life

APPLICATION INSTRUCTIONS
For consideration, an applicant must complete CDS application and provide copies of college transcripts

Applications Available:
CDS website – cdsheadstart.com on employment page
CDS Central Office, 200 Burshears, La Junta, CO 81050

DEADLINE FOR APPLICATION:
Thursday, April 21, 2016

Submit Completed Application Packet To:
Otero Junior College
Attn: Carol Noll, Director Human Resources
1802 Colorado Avenue, La Junta, CO 81050
Fax: 719-384-6947 or email to carol.noll@ojc.edu

Inquiries May Be Directed To:
Carol Noll (719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero Junior College Child Development Services must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition direct deposit is required for all new employees. Otero Junior College Child Development Services does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Otero Junior College, 1802 Colorado Avenue, Macdonald Hall, Room 221, La Junta, CO 81050 (719) 384-6824 or the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204 (303) 844-5695.

To learn more about Otero Junior College Child Development Services, visit the website at cdsheadstart.com