



Orange County Head Start, Inc.
Assistant Center Director
Job Description Summary

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

As an Assistant Center Director, the candidate will be assisting the Center Director with the organization and management of a portion of a very large center. Key responsibilities include: Assist with Supervise, organize, and plan staff, child and parent activities; Observe and monitor classrooms for compliance and prepare related paperwork and reports; Implement programs that will maintain compliance with federal and state regulations and Agency Policies; Assist with staff training on developmentally appropriate practices and agency policies and procedures; Counsel staff and parents regarding difficult experiences; Act as conciliator for case conferencing to all families; Communicate with community, school districts, and other agencies; Assist with coordinating parent meetings and parent trainings; Assist as liaison between staff and parents; Assist maintaining budget within accepted limits; track purchasing and all other spending. Candidates for this position must be able to interface and work with other employees, parents and volunteers in a positive manner.

Education requirements: The minimum requirements are a BA/BS in Early Childhood Education or related field and at least a Child Development Site Supervisor permit plus 3 infant/toddler units. Bilingual Spanish is preferred.

Experience: A minimum of four years teaching experience in an Early Childhood, preferably an Early Head Start or Head Start Program. Leadership or supervisory experience preferred but not necessary.

We offer **\$69,326.00** annually plus excellent benefits and the opportunity to serve young children and their families in Orange County.

Final filing date: Until Filled. Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.
Fax 949-596-8291

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