

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

An opportunity exists for an OCHS Teacher to gain experience in a leadership role as an Interim-Assistant Center Director. The candidate will have the opportunity to serve in the position until the end of the school year (**June 27, 2025**), and will receive Assistant Center Director pay while in the interim position.

At this time applications are only being accepted from current OCHS employees.

Responsibilities:

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.

Submit this flyer signed and dated to Human Resources by fax (949-596-8291) or email (jobs@ochsinc.org)

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.

Applicant Interested:

Print Name

Signature

Date