

COUNCIL FOR THE SPANISH SPEAKING, INC.

614 West National Avenue, Milwaukee, WI 53204

POSITION SUMMARY

Early Head Start Program Manager (Bilingual)

Position Title: Early Head Start Program Manager
Schedule: Full-time (40 hours per week); Monday-Friday
Reports To: Head Start Director
Department: Guadalupe Head Start
Salary Range: \$18.75 to \$22.00 per hour

This position is responsible for overall management of the Early Head Start Program under the supervision of the Head Start Director.

PRIMARY DUTIES:

1. Has the lead role among members of the Head Start management team for the development of Early Head Start goals, objectives, action plans, and procedures to achieve full compliance with the federal Head Start Performance Standards.
2. Oversees all Early Head Start program functions and operations, providing supervision and leadership for staff as well as responsive and informative communication with parents and community partners.
3. Implements a system for continuous monitoring and evaluation of Early Head Start program activities to assure ongoing program improvement for effective high quality services.
4. Provides training and technical assistance for home-base and center-base staff. This includes assisting teaching staff in curriculum implementation, lesson plan development, room arrangement, classroom management, home visit and parent conference techniques and strategies, parent communication, effective teacher roles, safety and sanitation, and the various other early childhood development topics.
5. Assists with coordination and completion of developmental screens wide with the Disabilities and Mental Health Coordinators.
6. Plans and implements in-service training in collaboration with other management team members which is appropriate to the needs of the Early Head Start staff.
7. Completes monthly reports that identify progress in achieving unit and program goals. Collects and analyzes data, as requested. Coordinates computer tracking of services and data, as requested. Participates in management meetings and in Head Start program staff meetings.
8. Continues professional growth by participating in training programs and workshops/conferences, as the budget allows.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Early Childhood Education, or a related field, and three years professional leadership/management and supervisory experience. Head Start or Early Head Start experience is preferred.
- Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services with focus on Infant/Toddler development.
- Fully fluent in Spanish and English.
- Intermediate to advanced computer skills, including internet and e-mail.
- Must have a valid driver's license and proof of insurance and provide own vehicle.
- Pediatric CPR/First Aid certification

Please submit your resume to Human Resource office, 614 West National Avenue, Milwaukee, WI 53204 or fax to 414-384-7622.

Email: aaldape@spanishcenter-milw.org

The Council for the Spanish Speaking, Inc. is an equal opportunity employer