

JOB ANNOUNCEMENT

Goldenrod Hills Community Action's **HEAD START PROGRAM** has an exciting opportunity for an **AREA MANAGER**. Position will be based in Thurston County, NE. and will oversee multiple centers in Northeast Nebraska. 40 hours per week M-F. Salary plus benefits. Qualified applicants will have one of the following:

- An associate, baccalaureate, or advance degree in early childhood education.
- An associate, baccalaureate, or advance degree in a field related to early childhood education with experience in teaching preschool children.

Strong management/supervisory skills a must. Responsible for managing and monitoring overall classroom performance and parent engagement. Will implement and coordinate the most up-to-date trends in education and social services within the Head Start program. To apply, submit education credentials and completed Agency application available at www.goldenrodhillscommunityaction.org under the Jobs link or contact Mary Reeson, HR Director at 1-800-445-2505 or 402-529-3513 Ext. 286. No resumes accepted. Applications can be mailed to Goldenrod Hills Community Action, P O Box 280, Wisner, NE 68791. Position open until filled.

EOE

80% Federally Funded

Non-Profit Agency

Job Summary:

The Area Manager will maintain a system of tracking staff performance on a regular basis. Submit checklists/observation reports to the Program Specialist. Make at least two monthly visits to each center to ensure children are appropriately supervised and engaged. Monitor Family Service Workers progress in conducting and documenting home visits, the Family Partnership Agreement, Family Service Outcomes, Health Screenings and other records prepared by the Family Service Worker. Review and evaluate lesson plans, goals, observations, education calendars, GOLD, ChildPlus.net, Parent/Teacher contact logs, documentation of home visits and parent/teacher conferences and other education records prepared by the Teachers. Support and supervise completion of all Head Start performance standards and Rule 11 regulations in Pre-K partnerships.

Qualifications:

Have High School Diploma or GED and one of the following:

- * An associate, baccalaureate, or advance degree in early childhood education.
- * An associate, baccalaureate, or advance degree in a field related to early childhood education with experience in teaching preschool children

Other Information:

The wage range for this position is \$12.91 to \$16.67 per hour, depending upon qualifications. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP and 401K Retirement.