

EMPLOYMENT OPPORTUNITY FACT SHEET

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: CENTER DIRECTOR
LOCATION: Malvern Head Start Center
HOURS: 40 Hours per Week – FULL-TIME
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As soon as possible
SALARY: \$ 25.80 per Hour

JOB DUTIES:

Direct the daily operations of the center and classrooms including overseeing compliance with performance standards & licensing requirement, creating a positive atmosphere.

Supervise staff, lead and train staff in working with parents, ensure staff/child ratios are maintained.

Maintain and/or assist an organized & efficient record keeping system.

Plan & coordinate activities, fund raisers, recruit volunteers and generate donations for office or other purposes, promote public relations with parent, community, other agencies and school systems.

Monitor staff and evaluate lesson plan preparations, participate in parent teacher conferences if necessary and encourage parents to participate in all aspects of the program.

Ensure the physical environment is safe and clean, inspect building, equipment, and grounds frequently and maintain reports pertaining to facility.

Monitor budget, all purchases, and petty cash

Other duties as assigned.

EDUCATION REQUIREMENTS: Bachelor's Degree w/emphasis in Early Childhood Education or Bachelor's Degree in related field with the required number of early childhood education courses.

EXPERIENCE NEEDED: Supervisory experience needed preferably in a licensed pre-school setting. Must have excellent computer and oral / written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121