

CLAYTON COUNTY COMMUNITY SERVICES AUTHORITY, INC.
1000 MAIN STREET/P. O. BOX 1808
FOREST PARK, GEORGIA 30298
PHONE (404) 363-0575 FAX (404) 361-8395
www.claytoncountycsa.org

March 7, 2018

*******Job Announcement*******

Position: Assistant Center Manager

Component: Head Start Program

Qualification: Associate's degree in Early Childhood Education or related field. Bachelor's degree preferred. At least three (3) years' experience in a teaching capacity. One (1) or more years administrative and personnel experience. Assist Center Manager with the direction and the oversight compliance with all applicable local, state and federal regulations. Maintain accurate attendance records and process timesheets for Center Managers approval. Ensures staff follows established agency policies in addition to state and federal law. Supervision of staff members to ensure compliance with all agency policies and procedures. Must possess basic knowledge of: Head Start Performance Standards, State Regulatory Standards.

Benefits: Regular full time employees are currently eligible for medical, dental and life insurance; paid holidays and paid time off (PTO).

Annual Salary: \$15.43 - \$20.80 (Hourly Salary Range)

BACKGROUND

CHECK REQUIREMENTS: MUST HAVE CRIMINAL BACKGROUND CHECK FROM THE LOCAL SHERIFF'S DEPARTMENT AND RECEIVE A SATISFACTORY CRIMINAL FINGERPRINT BACKGROUND CHECK FROM DECAL UPON HIRE

MUST PASS A SUBSTANCE ABUSE TESTING AND REFERENCES REQUIRED, E.O.E.

**RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.
1000 MAIN STREET, P. O. BOX 1808
FOREST PARK, GEORGIA 30289-1808**

Applications must be received or postmarked by the closing date Friday March 23, 2018; late applications will not be considered.

"Equal Opportunity Employer"