

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

February 16, 2018

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

Position: **Center Manager**

Component: **Head Start Program**

Qualification: Must possess a Bachelor's degree in Early Childhood Education or related field, and at least five (5) years' experience in a teaching capacity. Three (3) or more years of supervisory experience. Thorough knowledge of early childhood education and development, and the techniques in dealing effectively with economically deprived children and their parents. Ability to serve as an educational lead for the center, oversee implementation of all aspects of education services and providing teachers with supervision, training, coaching and monitoring. Must be able to work with staff to ensure a high performance, child and family-centered environment which supports achieving Head Start educational objectives and family service expectations. Must possess basic knowledge of: Head Start Performance Standards, State Regulatory Standards, Head Start mandates such as School Readiness Goals and requirements, Classroom Assessment Scoring System (CLASS), Healthy & Safety standards, CACFP regulations, Classroom Observation & Monitoring skills, Parent Engagement and Pre – K standards.

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

Annual Salary: \$38,022 - \$53,310

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 9, 2018; late applications will not be considered.

"Equal Opportunity Employer"