

## **DOUGLASS HEAD START MANAGER**

Will direct the day-to-day administration and management of the program; plan and coordinate program operations; supervise staff in reaching the objectives of the program; assures compliance with Head Start performance standards, cost principles, state Licensing requirements and applicable directives.

Candidates must have: \*Bachelors degree in Early Childhood/Elementary Education, Social Work, or Business Admin (Master's preferred); \*Minimum of five (5) years experience in supervisory/ administrative position in human services programs; \*Prior Early Head Start/Head Start experience is strongly preferred.

Interested persons please send your cover letter and resume to:

[careers@porterleath.org](mailto:careers@porterleath.org)

Online applications can be found and filled out at [www.porterleath.org](http://www.porterleath.org)

Fax: 901-577-2506

**SHELBY COUNTY GOVERNMENT  
GRANT-FUNDED POSTING  
"NON CIVIL SERVICE"**

**HEAD START TEACHER ASSISTANT**

Job Number: **08-901**

Job Code: **BH115**

Salary: **\$10.71 per hr.**

Opening Date: **9/26/2008**

Closing Date: **10/3/2008**

**POSITION SUMMARY**

Assists the classroom teacher in planning and implementing developmentally appropriate skills as part of the daily lesson plan to include interest areas, physical development, and group activities in a safe environment. Additionally, responsible for maintaining accurate records on each child and encouraging parental involvement.

**MINIMUM QUALIFICATIONS**

Graduated from an accredited High School or GED Program and six to twelve (6-12) months work related experience in child care. (Child Development Associate (CDA) certification *preferred*.) **(PROOF OF EDUCATION IS REQUIRED.)**

**SPECIAL REQUIREMENTS**

- Must pass criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of human behavior and interpersonal relations.
- Ability to supervise volunteers.
- Ability to communicate effectively both verbal and written with staff, parents, and community partners.
- Ability to lift up to 75lbs.
- Ability to communicate effectively with small children.

**DUTIES AND RESPONSIBILITIES**

- Assists the classroom teacher in maintaining a safe and healthy learning environment through visual supervision, daily health checks, and sanitation of the classroom.
- Assists the classroom teacher plan and implement developmentally appropriate activities/experiences by utilizing the Weekly Lesson Plan, which is comprised of four parts: large group, Physical development, classroom interest area activities, and learning activities.
- Implements developmentally appropriate activities/experiences by utilizing the Individual Lesson Plan (ILP) to assist the child in strengthening areas where he/she has been assessed as needing improvement.

- Implements developmentally appropriate activities/experiences by utilizing the Individual Education Plan (IEP) to assist children who have been diagnosed as disabled (i.e. physical limitations and/or behavioral disorders.)
- Assists the classroom teacher with maintaining all required records and anecdotal notes for each child in the classroom.
- Serves meals, eats with children, and provides classroom food experiences as outlined by the nutrition plan.
- Accompanies the classroom teacher on all scheduled home visits.
- Maintains on-going professional and appropriate communication with parents through telephone calls, letters, conferences, home visits, and volunteer opportunities.
- Attends parent meetings and assists with presentation of training.
- Attends staff meetings and conferences.
- Attends required training sessions, workshops, and other outside child development activities for professional growth.
- Assists with classroom inventory-control and initiates requests for needed items.
- Assists with Center Supervisor in planning, organizing, initiating, and conducting center activities.
- Serves in the absence of the Classroom Teacher.
- Performs other related duties as assigned or directed.

## **PORTER-LEATH JOB OPENING**

### **PROGRAM ASSISTANT FOR CHILD & ADULT DAYCARE FOOD PROGRAM PART-TIME, NON-EXEMPT**

**DAYS/HOURS:** MONDAY-FRIDAY, 60 HOURS PER MONTH; TYPICALLY 8:00 A.M. TO 2:30 P.M.; FOR 10 WEEKDAYS IN THE MONTH

#### **SKILLS/KNOWLEDGE & ABILITIES**

- High School Diploma or G.E.D.
- One (1) year of relevant work experience.
- Knowledge of basic office procedures and effective, accurate skills using a computer. Possess computer skills to include word processing, spreadsheets, database management and the internet.
- Possess a valid driver license with a good driving record.
- Effective oral communication skills to include telephone skills and manners to handle calls in a professional and courteous manner and able to deal successfully with the public in a friendly manner.
- Effective writing skills to include knowledge of proper spelling, grammar and punctuation & proofreading and editing skills.
- Organizational skills to organize department procedures and to keep an efficient filing system so that information is easily obtained.

#### **HOW TO APPLY**

All interested applicants should submit an application/resume to Human Resources by October 8, 2008. Resumes may be emailed to Human Resources by October 8, 2008. Resumes may be emailed to [careers@porter-leath.org](mailto:careers@porter-leath.org) and applications can be found at [www.porterleath.org](http://www.porterleath.org).