

## Community Development Institute

### HEAD START

Serving South Los Angeles County

PO Box 5517

135 W Victoria St

Long Beach, CA 90805-5517

(310) 605-0164 phone \* (310) 605-0828 fax

## **EMPLOYMENT OPPORTUNITIES**

The Employment Opportunities included in this listing are vacant positions available to eligible applicants and Community Development Institute Head Start/Early Head Start/State Preschool Employees.

### **APPLICATIONS:**

All eligible and current Head Start employees must complete the External or **Internal Job Application** to apply for Employment Opportunities.

### **JOB DESCRIPTION AND**

### **MINIMUM QUALIFICATIONS:**

### **PROGRAM DIRECTOR**

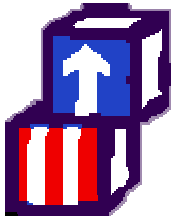
This position manages the day-to-day program operations including personnel administration and supervision and oversees the over-all program to ensure smooth functioning of the program in all areas to provide quality services to children and families, and to support the goals of the program. Responsible for development, training and on-going work with the program Policy Council. Responsible for staff training and development and maintenance of facilities, materials and equipment and technology needs of the program. This position is the leader of the administrative and management teams. Conducts regularly scheduled staff meetings (e.g. all staff meetings monthly). Coordinates and supervises public relations for the program. Attends and reports at all Policy Council meetings.

Thorough knowledge of Head Start and general knowledge of financial and budgetary management and program administration, principles and techniques of supervision and personnel management; principles of grant preparation; and well developed public relations skills are required. Knowledge of local resources, customs and language helpful.

Ability to provide leadership and direction to all program staff, clients and community partners. Ability to successfully manage a multifaceted program and to interpret federal and state laws pertaining to the program. Ability to plan and direct activities; to write goals and objectives and to supervise the work of others. Ability to establish and maintain effective working relationships and to communicate effectively verbally and in writing. Ability to handle complex and difficult assignments

**MINIMUM REQUIREMENT:** A bachelor's degree in child development, early childhood education, human services, business or related field with supervisory experience. Courses in public administration to include, budgeting, personnel, and supervision are helpful. Any individual hired during the transition from the previous grantee to CDI HS who does not meet the minimum requirements listed above will be grandfathered in during the initial employee orientation and hiring period at start up. Bilingual (English/Spanish or English and other languages present in the local area) preferred. Acceptable tuberculosis screening results, a clear criminal records check and an initial health exam are required post job offer and prior to employment. Current and former Head Start/Early Head Start parents will receive preference for employment vacancies for which they are qualified. Must have 3 – 5 years supervisory experience.

**MINIMUM SALARY:** \$84,994.00 Annually



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Selected applicants will be required to pass a medical exam (including TB Test), criminal records and background check. Must possess a valid California driver's license and proof of insurance.

**DEADLINE DATES:**

Please return your *Internal or External Job Application* to Head Start Human Resources at 135 West Victoria Street, Long Beach, CA 90805 **by June 30, 2009.**

**SCREENING & INTERVIEWS:**

Eligible Applicants and Head Start employees who meet the minimum requirements of the vacant position will be invited for an internal interview.

Please submit all applications and resumes to [employment@solahs.org](mailto:employment@solahs.org)

# CDI Head Start

## Application for Employment - External Applicants Only

CDI Head Start is an equal opportunity employer. Applicants are considered without regard to race, color, religion, sex, age, disability or any other legally protected status. Equal access to employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process should notify the Head Start/Early Head Start Program Director.

Position(s) Applying for: \_\_\_\_\_ Date: \_\_\_\_\_  
 In order for CDI HS to accept applications there must be an advertised opening and the position(s) and for which the applicant is applying must be listed above.

/	/	/
Last Name	First Name	Middle Name
/	/	/
Street Address	City	State / Zip Code
/	/	/
Mailing Address	City	State / Zip Code
/	/	/
Phone Number	Mobile/Message/Other Phone	

Are you willing to provide fingerprints and consent, in writing, to disclosure of information concerning any prior criminal arrests, charges and/or convictions?  Yes  No

As required by federal law, we conduct a criminal background check for all applicants under immediate consideration for employment. A criminal record is not an automatic bar to employment. The relevancy of an arrest, pending criminal charge or conviction will be individually assessed.

Are you legally eligible for employment in this country?  Yes  No

**Education:**

	Name of Institution	Course of Study	Years Completed	Degree Received
High School				
College				
Graduate School				
Other (specify)				

How many years, cumulative, have you worked for Head Start or Early Head Start? \_\_\_\_\_

Describe any specialized training, apprenticeship or skills that will contribute to your success in the position: \_\_\_\_\_  
 \_\_\_\_\_

Please list all languages which you speak and/or write. For each language, please state your level of proficiency in both speaking and writing (some/good/fluent):  
 \_\_\_\_\_

**Employment Experience:**

List your previous employment starting with your present or most recent job. Military and volunteer positions may be listed.

Employer:  Phone:	Dates of Employment	Job Title and Major Duties  Okay to contact for reference? Yes _____ No _____
Employer:  Phone:	Dates of Employment	Job Title and Major Duties  Okay to contact for reference? Yes _____ No _____
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Employer:  Phone:	Dates of Employment	Job Title and Major Duties  Okay to contact for reference? Yes _____ No _____

If you need additional space, please continue on a separate sheet of paper.

**Other Qualifications:**

Describe how you meet the qualifications listed for the position(s) you are applying for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Provide the names and telephone numbers of three references. The first two references must be familiar with your employment ability, and the third reference must be a personal reference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you a current or former Head Start or Early Head Start program participant (parent or child)?

Yes

No

Your signature below affirms that the information on this application is true to the best of your knowledge. False or misleading information is grounds for terminating employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_