

Program Manager

FY 40 HR
Waterloo, IA, US

Interested applicants should submit a cover letter and resume' to Jamie Moore, Human Resources Director by no later than 12/18/2020 using URL:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29b996c0-83cd-400e-a54e-52794642d642&cclId=19000101_000001&lang=en_US

Responsible for management and implementation of agency goals, policies and procedures in the assigned site locations. Responsible for the implementation and monitoring of Head Start Performance Standards and applicable regulations and standards. Responsible for the supervision of employees and ensuring quality services are provided to children and families served by our agency.

POSITION COMPENSATION/BENEFITS

- Salaried position; minimum 40 hour work week
- Benefit package
- Cedar Valley area (Waterloo/Cedar Falls)

POSITION QUALIFICATIONS

Education: Bachelor's Degree (accredited four year college or university)

Hired after November 7, 2016: Baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.

Experience: Management skills/supervision experience preferred; Head Start/Early Head Start experience preferred.

Computer Skills: Microsoft Office, Database entry skills -, preferred

Other Requirements:

Must be cleared and allowed to work in a child care setting by the Iowa Department of Human Services, by completing a State of Iowa Criminal History Record Check and FBI National Fingerprint Record Check.

SKILLS & ABILITIES

- Demonstrated success in people and task management.
- Ethical behavior when working with sensitive information
- Critical thinking and problem solving skills
- Strong communication skills