



**Come be part of a team shaping our future leaders!**

[teamtricity.org](http://teamtricity.org)

Contact: Jamie Moore, HR Director, [jmoore@teamtricity.org](mailto:jmoore@teamtricity.org)

## **Educational Services Director-Full Year (12 months)**

### Key Areas:

- The Educational Services Director (ESD) functions as a Senior Leadership Team member under the direction of the Deputy Director, provides direction and leadership for the educational and disabilities components of the Head Start curriculum.
- This position holds ultimate responsibility for Tri-County's educational services and facilitating effective communication and flow of information to center staff regarding curriculum, professional development, policies, procedures, and program updates.
- The Educational Services Director will ensure the agency's full compliance with the Head Start/Early Head Start Performance Standards. \* The ESD will initiate, nurture and maintain linkages with community partners as a means to advance Tri-County's mission in our family centered environment.
- The ESD must be willing to travel, occasionally work extended hours, and some weekends. Must also have and maintain a valid license and insurance annually.

### Qualifications:

- **Education:** Bachelor's Degree (accredited four-year college or university). Early Childhood Education, Child Development or a related field. Master's degree preferred.
- **Experience:** Two years' direct management experience. Three years of experience in a Head Start or Child Development program preferred. Supervisory Responsibility: All educational services; Program Managers
- **Computer Skills:** Effectively utilize agency technology to accomplish tasks (Microsoft Office Suite and G-Suite applications such as Excel/Sheets, Word/Docs and Gmail; program specific software; printers/scanners/fax/phone).

### Compensation:

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

