



Community Action Organization of Erie County, Inc.

Funding Sources:

U.S. Dept. of H.H.S.

N.Y. State Dept. of State

County of Erie

City of Buffalo

70 Harvard Place ■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

DECEMBER 12, 2011

JOB NOTICE

IN-HOUSE/PUBLIC

The following positions are available in our CAO Head Start Program located throughout Erie County

POSITION:

**CENTER DIRECTOR
(2 Positions Available)**

DUTIES:

Solely responsible for the management and supervision of the center-based activities and day-to-day operations. Management functions must support the overall goal of school readiness for children enrolled in Head Start Academies as outlined in the Head Start Act and HHS Roadmap to Excellence. Maintain compliance with Head Start Program Performance Standards and applicable child care standards. Work with administrator and Human Resources Department to recruit, hire and train all center staff. Serve as liaison between center staff and Service Area Managers. Monitor, track and report staff attendance for payroll purposes. Monitor activities of staff to ensure compliance with Head Start Performance Standards.

QUALIFICATIONS:

Bachelor's degree with a major in Early Childhood Education or child Development. Minimum of 3 years teaching, supervisory and administrative experience in a child development center or Head Start with increasing levels of job responsibility. **OR** Associate's Degree in Early childhood Education or child Development. Minimum of 5 years teaching, supervisory and administrative experience in a child development center of Head Start

SALARY: \$38,500 - \$40,000 full time with benefits.

Applications/resume will be accepted at the CAO Human Resources Dept., 70 Harvard Place, or email resume to [**caohr@roadrunner.com**](mailto:caohr@roadrunner.com)

**JOB POSTING #238
NO PHONE CALLS**