

## Trumbull Community Action Program Employment Posting

<b>Job Title:</b>	Education Manager	<b>Job Category:</b>	Full-time
<b>Department/Group:</b>	Trumbull Community Action Program	<b>Supervision:</b>	Head Start Director
<b>Location:</b>	1230 Palmyra Rd. SW Warren, Ohio	<b>Travel Required:</b>	Some
<b>Level/Salary Range:</b>	Salary	<b>Position Type:</b>	Full-time/206 days
<b>Work Schedule:</b>	40 Hours a week	<b>Date Posted:</b>	May 23,2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 14, 2019

### Applications Accepted By:

#### CONTACT:

Please send letter of interest to:  
[theller@tcaphelps.org](mailto:theller@tcaphelps.org)

Subject Line: Education Manager

#### MAIL:

Toni Heller  
1230 Palmyra Road SW  
Warren, Ohio 44485

### Job Description

#### ROLE AND RESPONSIBILITIES

- Assist in developing the Education section of the Head Start grant
- Management of the day to day operations of the Head Start program as designated by the Head Start Director
- Arrange trainings for Head Start classroom staff
- Assure that all staff adhere to policies and procedures as described in the Head Start Performance Standards and Ohio Department of Jobs and Family Services Day Care Licensing Rules and Regulations
- Establish and/or maintain community partnerships

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree or Advanced Degree in Early Childhood Education or related field
- Collect and analyze data
- Compile reports
- Attend various meetings in house and the community
- Maintain strict confidentiality as it regards to TCAP clients and staff

#### PREFERRED SKILLS

A minimum of 3 years Early Childhood Experience and Supervisory skills, excellent computer skills, ability to multitask, good attendance and a can do attitude

#### ADDITIONAL NOTES

Please bring resume with you to the interview.