



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Associate Director for Operations- Grantee

Division: Early Childhood Services

Department: Head Start

Supervisor: Deputy Director for Early Childhood Services

Job Mission:

To oversee the operational aspects of the Grantee Early Childhood Program, ensuring all children have a safe, engaging and secure learning environment necessary to succeed in school and later in life.

Essential Duties:

1. Provide overall administration of the grantee program, including supervision of staff, and assist in the development of program procedures.
2. Monitor grantee program to ensure compliance with Head Start Performance Standards, Great Start Readiness Program (GSRP) and State of Michigan Licensing regulations.
3. Collaborate with Content Area Associate Directors to ensure continuity of services.

Qualifications:

1. BA/BS Degree in either Early Childhood Education, Elementary Education, with an emphasis in Child Development or Early Childhood Education, or related field. Advanced degree is preferred.
2. Minimum of two (2) years teaching experience required. Minimum of two (2) years program management experience required. Head Start experience preferred.
3. Minimum of two (2) years experience supervising staff required.
4. Licenses required: valid Michigan Driver's License and reliable transportation.

Hours & Wage

\$22.83 per hour

40 hours per week; 52 weeks per year

Location

Pontiac, Michigan