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| Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) & Family Services Coordinator/Center Director Position Profile |

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| OVO HEAD START |  |  |
| Position location: Madison Head Start Center  Salary: $40,310 plus excellent benefit package |  |  |

**ERSEA/FS Coordinator/Center Director Position Overview**

OVO seeks a visionary, creative, energetic, compassionate leader to work as a member of our interdisciplinary team and lead our Eligibility, Recruitment, Selection, Enrollment and Attendance process and Family Services. Our ERSEA & Family Services Coordinator/Center Director ensures the quality operation of our Jefferson County Head Start Centers and management of center staff. He/she oversees activities designed to promote the social, physical, and cognitive development of preschool children through partnerships with community-based organizations and parents. Other responsibilities include establishment of practices to maintain and monitor recruitment processes, eligibility determination via income verification, full enrollment, and maintain child attendance along with staff and parents.

**Ohio Valley Opportunities Organizational Overview**

OVO is a Community Action Agency incorporated in 1965. Since then, we have led the way in developing innovative programs to meet the needs of low-income individuals and families in Jefferson, Jennings, and Scott counties. We still believe in the mission that we started over 55 years ago: to help reduce the barriers that prevent the low-income population from reaching self-sufficiency.

Our programs are uniquely structured in that they offer specialized programming in our communities. It is a coordinated effort to address the root effects of poverty and to, ultimately, move families and individuals to self-sufficiency. OVO collaborates with nearly 100 community agencies, local elected officials, community-based partners, and stakeholders.  Our Community Services Block Grant (CSBG) provides core funding to reduce poverty, revitalize low-income communities, and empower low-income families to become self-sufficient. As a member of a state-wide CSBG network, OVO mobilizes additional resources to combat the central causes of poverty and focus efforts toward increased self-sufficiency, improved living conditions, ownership of and pride in communities, and strong family and support systems. Community representation and accountability are hallmarks of the CSBG network. OVO provides all of its services without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.

**Head Start Program Overview**

Head Start is a federally funded, comprehensive preschool program to prepare children and families for school success. We teach science, math, literacy skills, art, self-help skills, and much more in our safe, fun classrooms. At Head Start, our goal is to help every child to be physically, emotionally, and cognitively ready for school. Our program offers:

* Quality education
* An evidenced-based curriculum
* Healthy meals and snacks
* Hearing, Vision, Health, Dental Screenings
* Mental Health Services
* Speech and Disability Services
* Parent training
* Referrals

## Organizational Strengths

#### Head Start is one of the many programs operated by OVO.

* We value our staff.
* We are proud of our strong financial position.
* Our reputation is excellent for the quality of services provided.

## Initial Focus for the ERSEA Coordinator/Center Director

* Adhere to all Personnel Policies, Head Start Program Performance Standards, Program Policies and Procedures and Indiana Childcare Licensing Regulations and ensure that the Center operates according to all policies and procedures.
* Provide ongoing communication and information sharing with staff and parents.
* Ensure sufficient and proper supervision of all children at the site at all times.
* Work collaboratively with all staff to provide for the needs of the children in compliance with Head Start Performance Standards.
* Develop staff work schedules to assure appropriate child/staff ratios and adherence to Indiana Labor Laws.

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## Longer term Focus for the ERSEA Coordinator/Center Director

* Maintain necessary documentation to ensure program meets Head Start Program Performance Standards, Indiana Daycare Licensing requirements and Paths-to Quality rating as appropriate.
* Maintain safety and oversee facilities and playground safety related maintenance and repair needs and environmental concerns for staff and children.

## The Position

**Reporting to the Head Start Director, the ERSEA & Family Services/Center Director directly supervises employees in the Center and carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, orienting and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; and resolving problems.**

## Qualifications

* Bachelor’s degree in Early Childhood Education or a related field with relevant course work, and a minimum of three years related experience in an early childhood program, or otherwise meet the qualifications as indicated in 470 IAC 3-4.7-21.
* Supervisory experience preferred. Proven ability to communicate effectively in a professional manner.
* Must obtain education/credentials as required to meet compliance as a Center Director as described in CC Licensing Regulations 470 IAC 3-4.7-21.
* Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment.
* Must have a valid driver’s license and current automobile insurance.
* Must be able to pass a physical exam, drug test and be free from TB providing an annual negative skin test or lung x-ray. Must pass a National Fingerprint Check, State criminal history background check and state CPS check as required by State Daycare Licensing standards.
* Must be 21 years or older.

## Personal Attributes Required for Success

* Commitment to Early Childhood Education
* Excellent communicator
* Collaborative
* Comfortable with change
* Relatable, responsive to others
* Well organized
* Critical thinker

## Timing and Application Process

Applications received by 5:00 p.m. on Friday, September 3rd, 2021 are assured full consideration. It is wise to apply earlier if possible because additional application materials may be requested. It is anticipated that final candidate interviews will be held the week of September 9th, 2021 with a decision made shortly thereafter.

To register as a candidate or view more information, please go to:

<http://www.ovoinc.org>

All submissions will be acknowledged and will be held in strict confidence. All results are held strictly confidential.

Contact Information

For further information, please contact: Jamie Bare at (812) 265-5858. Or email: [jbare@ovoinc.org](mailto:jbare@ovoinc.org)

**EQUAL OPPORTUNITY**

OVO is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

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