

EARLY CHILDHOOD SERVICES (ECS) DIRECTOR



[ATCAA.ORG/CAREERS](https://atcaa.org/careers)

If you are a leader who cares about our most vulnerable children and families and wants to make a difference, read on.

ATCAA Early Childhood Services is looking for a mission-driven leader who is motivated to make a difference in the world.

ABOUT ATCAA HEAD START

Our Vision

Our vision is for residents to be self-reliant, healthy, free from economic hardship, feeling sustained by the support of community and family, and able to achieve their maximum potential as engaged citizens.



Our Mission

ATCAA promotes the economic security, self-sufficiency and the well-being of families and individuals by providing for basic human needs through direct assistance and community collaborations with the belief that all people deserve the opportunity to thrive.

Our Values

- Addressing the whole child through developmentally appropriate practices
- Emphasizing the value of play for learning and development
- Valuing and teaching each child as an individual
- Respecting and valuing linguistic and cultural diversity
- Supporting the importance of healthy social and emotional development
- Promoting relationships with families
- Helping parents discover their leadership potential
- Helping families set and reach personal goals to strengthen self-sufficiency.
- Fostering a culture of health and wellness for Head Start children, families, and staff

ABOUT ATCAA HEAD START

ATCAA Head Start started in 1984. We have six centers that serve children in Amador and Tuolumne Counties. Each center serves 16 children ages 3 and 4 years old. We also have California State Preschool funding which allows us to serve children for 6 hours a day. A few children are served through our home visiting program.

Early Head Start was started in 2010 through an expansion grant. We have 4 Early Head Start centers (2 in each county) that serve 8 children each (total of 32 children aged 18 months to 3 years). Pregnant women and children are served through our home visiting program.

ABOUT THE POSITION

- **Organizational Leadership** - The Director of Early Childhood Services (ECS) will ensure that data is collected, analyzed, and used to guide instruction and program improvement. They will oversee program expansion opportunities through grant writing, collaborating with local agencies and utilizing local resources. The Director will maintain and create new and existing community collaborations such as agreements with school districts, and other community partners. The Director leads staff and supervises members services, programs, and events.
- **Financial Stewardship** - The Director ensures that ATCAA Head Start's fiscal resources support operations and sustainability. The Director develops, proposes, and manages the annual budget and is responsible for budget development, tracking, forecasting, and reporting with input and assistance from appropriate staff.
- **Grant Management** - The Director will prepare funding applications as required and oversee the program's implementation, evaluation, and development and serve as the Head Start/Early Head Start director as defined by federal grant expectations.
- For a complete list of responsibilities for this position, view the full job description at actaa.org/careers



PROFESSIONAL EXPERIENCE OF AN IDEAL CANDIDATE

There is no singular career path to this role. Candidates from a variety of backgrounds are encouraged to apply. An ideal candidate will possess an abundance of the following skills and experiences:

- **Minimum Qualifications:**

- Meet the following program requirements necessary for this position: possess a valid California driver's license, an acceptable driving record, and fingerprint clearance
- Possess at a minimum, a baccalaureate degree or higher with a major or emphasis in human service management, communications, social services, early childhood education, or other related field
- At least three years management experience in programs serving young children, general education or social services including the following
- At least three years supervising multiple staff
- Program planning and development
- Budget preparation and management
- Public relations and community networking
- Training in and/or experience working with Trauma informed Practices
- Strong oral and written communication skills
- Proficient use of computer programs including spreadsheets, word processing, internet, and email

- **Desired Qualifications:**

- Past experience working in a Head Start, Early Head Start or State Preschool Program
- Experience/Training in Dual Language Learning
- Federal or State grants management experience
- Previous grant writing experience
- Masters Degree

APPLICATION PROCESS

To view the full job description for the Director of Early Childhood Services and apply, you must visit the link below.

Please submit the following as one pdf:

- Cover letter
- Resume
- Transcripts



For questions about this position, please contact:

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