

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS
JOB VACANCY NOTICE # 17-12**

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Date Posted: November 6, 2015

Program:	Early Childhood Education Head Start Administrative Office	Position:	School Readiness Data Specialist
Location:	San Marcos	Status:	Regular Full-Time
Schedule	Mon-Fri; 40 Hr Wk	Salary:	\$13.50-\$14.42 Per Hr
	Application Deadline: Open Until Filled		

Mission:

Community Action develops opportunities for people and communities to realize their potential.

Strategic Function:

To collect, analyze and maintain Head Start Program data by assisting in the overall planning, organization, and implementation of Head Start program quality. To assist Head Start Program Management team by collecting the Program data, documenting in Program's management systems, creating and analyzing comprehensive reports to drive staff and family development systems.

Reports to: Education Services Coordinator

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

1. School Readiness Data Specialist will work in collaboration with Head Start Management team to ensure quality of services and promote kindergarten readiness for all children and families.
2. Is familiar with Head Start/Early Head Start Performance standards and Texas Early Learning Guidelines
3. Maintains content area expertise and knowledge of evidence based practice and trending issues related to early childhood and family engagement.
4. Collects Program data through monitoring visits to the sites, completing quality and classroom assessments to identifying staff areas of strength and needed growth, to assist in identifying classrooms that may need intensive coaching
5. Uses collected Program data to promote continuous quality improvement and quality assurance efforts for the program
6. Assists the Education Team with monitoring and facilitation of the Child Development Associate (CDA) credentialing process for teaching staff as needed.
7. Reviews management system reports to ensure the integrity of the Program databases is maintained at all times.
8. Utilizes all technology and technology protocols associated with Head Start Program including but not limited to: laptop, data management databases, comprehensive data analyses systems, etc.
9. Is familiar with and adheres to the American with Disabilities Act (ADA-2010) which prohibits discriminatory actions toward children and/or adult with disabilities. In particular, children with disabilities who are enrolled in the Head Start Program as mandated by Federal Law.
10. Serves as an advocate for the children and families in the Head Start Program.
11. Report all suspected child abuse to the Child Abuse Hotline at 1-800-252-5400 and to the ERSEA and Family Engagement Coordinator.

12. Interact with staff, volunteers and visitors in a pleasant, effective manner.
13. Participates in workshops, conferences, in-service training, meetings, and make use of all personal and professional growth opportunities. Continue to study the Early Childhood field.
14. Arrives on time and works designated hours (unless otherwise specified by immediate supervisor).
15. Flexibility with work schedule and location as needed based on program needs.

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

Bilingual (Spanish) strongly preferred

Required:

1. Bachelor's Degree/or 60 plus hours toward the Bachelor's Degree in Early Childhood Education or related field
2. 1-2 years' experience in early childhood
3. Excellent communication skills including telephone/email etiquette, listening skills and the ability to respond sensitively and empathetically to the needs of others
4. Valid Texas Driver's License - Class C
5. Daily access to transportation
6. Vehicle insurance (personal injury and liability)

**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED
EMPLOYMENT APPLICATION.**

Interested applicants should mail applications to:

Ruth M. Salinas

P.O. Box 748,

San Marcos, TX 78667-0748

To send by secured email please visit our Website Careers Page.

**For additional information about Community Action, Inc. visit our Website at
www.communityaction.com.**