

## JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Associate MSHS Director [SALARY BASE:] Competitive Salary

[CONTACT:] Human Resources Dept. 110 S. Daniel Salinas Blvd. Donna, TX 78539

[LOCATION:] McAllen Admin. Office [STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] Until filled [APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1 [JOB TYPE:] Internal/External

### [SUMMARY:]

Under the direct supervision of the Deputy Vice-President (HS) is responsible for the direct supervision, management and collection of documentation for the regional programs in accordance to Head Start Performance Standards (HSPS) and state licensing and federal regulations governing Early Care and Education Programs. Assist with various projects including Administrative planning, development, recordkeeping and reporting and program improvement and development. Facilitate the coordination of multi-center-based operation which ensures smooth integration of program areas. Responsible for the successful implementation of Non-Federal Share, USDA and a Training Program in accordance to Federal and State Regulations.

### [DUTIES:]

1. Implement a multi-centered based operation among regions, through direction and leadership of the regional program and utilizing various problem-solving techniques in order to ensure a smooth and efficient operation.
2. Develop program wide work plan that includes administration, facilities, transportation, education, health and parent and community partnership in accordance with HSPS, State Licensing requirements and other Federal Mandates.
3. Responsible to monitor and ensure compliance with all program procurements, inclusive of the price quote, request for bids, request for proposal as required in the procurement definition of the OMB Circular 2 CFR 200 and Part 75.
4. Directs the coordination of a computerized property management system that includes all regional program inventories, including capital equipment for funding source purposes, durable equipment for agency purpose, and complete inventories of Child development programs and will monitor and ensure compliance with all procurement and disposal procedures consistent with OMB Circular 2 CFR 2002 and Part 75.
5. Assists in the development and implementation of a career ladder for its regional personnel including maximizing the resources necessary to facilitate its implementation.
6. Direct the planning and development of all activities relating to management of non-federal share, community partnerships, procurement and property management via delegating and supervising the activities of management and coordinating staff.
7. Develop reporting and record keeping systems to capture information necessary for end of year program report and the development of statistical data on children, families and Program.

8. Assist in the coordination, with the assistance of Administrative Personnel and Regional Directors, collection of daily, weekly, monthly and annual reports and synthesize them into reporting systems for the Region (Program Information Report).
9. Convene management weekly meetings and monthly supervisory management (Administrative personnel and Regional Directors) meetings to share information, updating program plans and preparing for center wide activities.
10. Works closely with the Vice President (HS) to maintain communication with the Governing Board, Policy Council and Community Partners that includes assisting with the preparation of the CDPs monthly report, coordinating trainings for the Governing Board and Policy Council
11. Collaborate with Deputy Vice-President (HS) in the monthly review of Program Information Report (PIR) Data and provide recommendations for action relative to non-compliances and potential deficiencies to Program area personnel.
12. Responsible to oversee, review and evaluate multi-programs Policy/Procedures and activities to ensure compliance with state local, and agency regulations governing Child Development programs.
13. Coordinate all aspects of assessing, developing and implementing T/TA to Regional and center staff.
14. Conduct regional office visits and selected few random centers to assess program monitoring system, program needs and coordinate technical assistance via Program Directors.
15. Responsible for the recruitment, selection and hiring of staff for both the regional office and centers.
16. Ensure the effective implementation and monitoring system of program services and management systems and provide recommendations as necessary to ensure intended outcomes are generated.
17. Oversee the development of service contracts, vendor agreements, collaborative agreements with community agencies, schools and community providers.
18. Responsible for developing program wide budgets and program narratives with assistances of Administrative staff and Regional Directors and submit proposed program service and budget for next fiscal year.
19. Responsible for Program review and analysis including creating forecasting models and shall create a system of data collection for the development of program Community Assessment.
20. Attends staff meetings, seminars, conferences and workshops as assigned in order to promote positive staff development.
21. Performs other duties as assigned and necessary to meet agency goals and objectives.

**[QUALIFICATIONS:]**

1. BA degree in Social Work, Early Childhood Education, Administration or related fields. Master's Degree Preferred
2. 6 years' experience in management and/or supervisory position with ECE experience preferred.
3. Excellent interpersonal and communication skills, including the ability to work with collaborative teams and build positive rapport with key community groups and constituents.
4. Proficient with Microsoft computer applications such Microsoft Outlook, Word, Excel, Power Point and other computer technology /software programs, as needed.
5. This position requires 25% travel both intrastate and interstate.
6. Knowledgeable of low-income family needs and able to demonstrate through

Experience the ability to work effectively with children and families.

7. Bilingual with fluency in English and Spanish: verbal and written form, PREFERRED.
8. Ability to work irregular hours with required travel.
9. Hold a valid driver's license and adequate vehicle insurance.

**[CONDITION OF EMPLOYMENT:]**

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. All employees must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation.

**[WORK ENVIRONMENT]**

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

*Physical Demands:* 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

*Tools & Equipment Used:* a) phones, computer system; b) fax machine, copy machine, laminator, computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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*Equal Opportunity/Affirmative Action Employer*