

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] MSHS TX - Regional 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:] 12/31/2021**

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

[SUMMARY:]

Under the direct supervision of the Deputy Vice President of MSHS Program, is responsible for the overall direction, management, and collection of fiscal documentation of the Regional Program. Facilitates the coordination of multi-center-based operations, which ensures the smooth integration of the program's areas in accordance with the Head Start Performance Standards, State Licensing Regulations, and/or state or federal regulations governing early childhood. Promotes an environment that fosters internal/external community collaboration and support for the Region.

[JOB DUTIES:]

1. Is responsible for the development of a program model design centered around Early Learning Outcomes Framework and Parent Family Community Engagement Framework that promotes the advancement of emotional, social, physical, and cognitive development of infants, toddlers, and preschool children as well as promote parental engagement in all aspects of the program in preparing children ready for Kindergarten.
2. Is responsible for the Regional performance of the Head Start program, including Program Quality and Outcomes, Programmatic Content, Safety and Security of Children, Parental Education, Budgeting and Financial Oversight and Compliance, Regional Grant Writing, Management, and Reporting and assures that standards are being exceeded.
3. Ensures the implementation of a Regional multi-center-based operation, with direction and leadership of the Regional Program utilizing a variety of problem-solving techniques that promote and maintain an effective and efficient operation to ensure compliance with federal, State, local, and agency regulations governing the Regional Program.
4. Responsible for the management and supervision of Regional Program and design consistent with all applicable federal, State, and/or local funding requirements and ensures the prompt and thorough evaluation of staff through annual performance reviews.
5. In conjunction with program management staff, develop and implement a career ladder for its regional and center personnel, including maximizing the resources necessary to facilitate its implementation.
6. As part of the communication system, conduct weekly/bi-weekly/monthly meetings with Regional and Center Staff.
7. Directs the Regional coordination and development of local and State linkages, coordination agreements with state agencies, county health, social service departments, school districts, Title I Migrant Education, migrant health services to foster collaboration and improve resources to parents and children in the program.
8. Review program operations for effectiveness and efficiency of operations and conduct Regional short- and long-range planning to develop and implement initiatives and develop seamless systems with other programs to ensure interagency coordination for parents and children access.

9. Is responsible for identifying new resources to enhance the program's mission.
10. Prepare Regional Budgets, Regional Grant Proposals and ensure that Fiscal, Programmatic, and Administrative Requirements are met, and ensure compliance with all funding source mandates, applicable laws, and regulations.
11. Review Regional Monthly Financial and Statistical Reports to assess the budget status and to initiate preventative measures to resolve problems.
12. Is responsible for working with Program staff, Policy groups, and community leaders in the development and finalization of integrated Child Development work plans, corresponding budgets, facility operation policies, recruitment, selection, and enrollment policies and procedures in order to ensure compliance with applicable program, state and federal guidelines.
13. Develop and implements plans to ensure Regional compliance with its non-federal share match requirements and develop strategies for increasing the amount of the programs accumulated non-federal share.
14. Development of Regional Recordkeeping and Reporting system that includes electronic data collection (weekly, monthly and annual) and data synthesizes and analysis for completion of Program Information Report, Community Assessment, Annual Reports, and other reporting requirements.
15. Is responsible for the full implementation of Family Data Base System including *CHILDPLUS* Reporting and record-keeping systems to capture the information necessary for end of year program report and the development of statistical data on children, families, and program.
16. Stays informed of national, regional, and State issues and resources, including legislation related to early childhood development, and disseminate this information to leadership Team, Policy groups, parents, and staff.
17. Ensures implementation of the electronic property management system that includes Regional program inventories, including capital equipment that complies with all procurement and disposal procedures consistent with 2 CFR 200 and Part 75 requirements.
18. Attends staff meetings, seminars, conferences, and workshops as assigned in order to promote positive staff development.
19. Performs other duties as assigned and necessary to meet agency goals and objectives.

[QUALIFICATIONS:]

1. B.A. Degree in Public Administration, Business Management, or any other administrative-related field. Masters' Degree Preferred.
2. Three years' experience in management and/or supervisory position.
3. Must have knowledge of federal, state, and locally funded programs.
4. Knowledgeable of low-income family needs and able to demonstrate through experience the ability to work effectively with children and families.
5. Bilingual with fluency in English and Spanish: verbal and written form, PREFERRED.
6. Ability to work irregular hours with required travel.
7. Hold a valid driver's license and adequate vehicle insurance.
8. Experience in Migrant and Seasonal Head Start Programs, PREFERRED.

[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 the 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

10/19/2021