

Associate MSHS Director

JOB CODE: HS001

Schedule: Ex. Full Time On Site

Work Status: Regular / Exempt

Salary: \$74,776 - \$93,454.40 - Based on education and experience

Location: McAllen, Texas 78504

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you want to lead a dedicated team that specializes in early childhood and who are committed in ensuring that children are given a head start in life and in their education?

If you are and want to make a positive impact on the lives of migrant families and children, then we have a great opportunity for you as a Associate MSHS Director.

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.

Primary Responsibilities (not all inclusive):

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.

UMOS

Building Better Futures

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.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.