

# JOB ANNOUNCEMENT

## CHILD & FAMILY DEVELOPMENT PROGRAMS Head Start

**POSITION:** Associate Director

**HOURS:** 40 hours per week

**SALARY:** \$21.45 per hour

### HOW TO APPLY:

Please submit a letter of interest along with the items below:

- *Current resume*
- *Application*
- *Copies of transcripts*(issued by the college - can be student issued, but not web-based)
- *Copy of degree(s)*

Please send all materials to:

Child & Family Development Programs  
ATTN: Jeannie McGinley  
PO Box 10  
Rainier, OR 97048

[jmcginley@nworheadstart.org](mailto:jmcginley@nworheadstart.org)

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

## Job Description

**POSITION TITLE:** Associate Director      **DEPARTMENT:** HUMAN INVESTMENT

**POSITION REPORTS TO:** Head Start Director   **FTE:** 100%

**POSITION DURATION:** as funds permit      **WRITTEN BY:** CAT Admin.

**POSITIONS SUPERVISED:** 0-10      **APPROVED BY:** Policy Council  
**APPROVAL DATE:** 3/9/16

**APPROVED BY:** SDA  
**APPROVAL DATE:** 02/12/16

### POSITION SUMMARY:

The associate director will assist to ensure continuity is provided in all program areas by developing the human resource system, specialization, and extending technical assistance. This position will assist in program resource development and implementation of new programs.

### QUALIFICATIONS:

1. Minimum Bachelor's degree in Human Services, Child Development or related field.
2. A minimum of three years teaching experience, preferably in a Head Start classroom, and ability to complete/manage projects.
3. Experience and education in adult learning styles.
4. A minimum of three years experience in the supervision of staff and the management of information systems within and between organizations.
5. Must have dependable transportation and/or valid driver's license and auto insurance.
6. Experience and knowledge of planning, budgeting and monitoring expenditures and reviewing fiscal statements.
7. Evidence of ability to work in cooperative team manner and follow directions and program policies.

8. Must have intermediate working computer skills and knowledge.
9. Evidence of organizational skills.
10. Ability to communicate in a professional manner with children, adults and co-workers in both verbal and written formats.
11. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen
12. Bilingual skills preferred.
13. Must be willing and available to work flexible hours.
14. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
15. Ability to participate in regular kneeling, stooping, bending and sitting on the floor and standing for long periods of time.
16. Ability to occasionally lift up to 50 lbs.
17. Ability to work with families from a diverse population.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the Program Director to provide supervision, program monitoring and technical support for Area Supervisors and Center Managers.
2. Assist with the development of Community Partnership Agreements, to coordinate the three counties, with Director, Area Supervisors, Managers and Center Managers.
3. Assist in resource development and writing grants as requested by Director.
4. Responsible for coordinating program trainings and maintaining a tracking system to assure parent and staff needs are met according to program requirements.
5. Responsible for coordinating ad hoc committee meetings.  
Responsible for gathering and compiling data to coordinate program reports such as, but not limited to: Community Assessment, annual Self-

Assessment and annual Report to the Public.

6. This position will be one of the Head Start representatives on Personnel Committee.
7. Assist the Director of the program with the responsibility for all program components as outlined in Performance Standards, including necessary documentation.
8. Maintain good working relationships with community agencies and individuals, Region X, and other organizations.
9. Attend all appropriate meetings as requested by the Program Director, and provide reports.
10. Serve as an advocate for developing and delivering services needed by families in the program.
11. Work in a cooperative manner with all staff and program committees to ensure a team approach to the delivery of services to the families and children in Head Start.
12. Assisting Director in working with Policy Council as outlined in the Performance Standards.
13. Assist staff with professional development plans as needed.
14. Must maintain program and client confidentiality policies.
15. Assist with the administration of the Parenting Education program.
16. Must maintain a working knowledge of program plans, policies and Performance Standards.
17. Other duties assigned by the Head Start Director.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Number of Hours per Week: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.



## ADMIN OFFICE

P.O. Box 10  
108 West B Street  
Rainier, OR 97048  
PHONE: (503) 556-3736  
FAX: (503) 556-0705

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Of Community Action Team, Inc.

## HEAD START PROGRAM

### ASTORIA CENTER

P.O. Box 884  
Astoria, OR 97103  
PHONE: (503) 325-5421  
FAX: (503) 325-8913

### CLATSKANIE/RAINIER CENTER

P.O. Box 2  
Clatskanie, OR 97016  
PHONE: (503) 728-2940  
FAX: (503) 728-2225

### NESTUCCA VALLEY CENTER

P.O. Box 67  
Cloverdale, OR 97112  
PHONE: (503) 392-4449  
FAX: (503) 392-3252

### SEASIDE CENTER

P.O. Box 362  
Seaside, OR 97138  
PHONE: (503) 738-0873  
FAX: (503) 738-5912

### ST. HELENS CENTER

P.O. Box 239  
St. Helens, OR 97051  
PHONE: (503) 397-4114  
FAX: (503) 397-0906

### TILLAMOOK CENTER

P.O. Box 713  
Tillamook, OR 97141  
PHONE: (503) 842-5180  
FAX: (503) 842-2580

### TILLAMOOK HOME-BASED

6000 Hangar B Drive  
Tillamook, OR 97141  
PHONE: (503) 815-2863  
FAX: (503) 815-2871

### VERNONIA CENTER

P.O. Box 242  
Vernonia, OR 97064  
PHONE: (503) 429-9243  
FAX: (503) 429-4103

### WARRENTON CENTER

P.O. Box 1163  
Warrenton, OR 97146  
PHONE: (503) 861-9681  
FAX: (503) 861-9775

## PARENTING EDUCATION

P.O. Box 10  
Rainier, OR 97048  
PHONE: (503) 556-3736  
FAX: (503) 556-0705

## HEALTHY FAMILIES

125 N. 17th  
St. Helens, OR 97051  
PHONE: (503) 366-0800  
FAX: (503) 366-0908

## NOTICE TO APPLICANT

A criminal background check and FBI fingerprinting are required for people working in Early Childhood Education and care. The cost is \$35.00 to be paid online or mailed in with application.

The applicant must complete the Child Care Division's form. You can apply online with the Child Care Division at: [Office of Child Care Online Central Background Registry Application](#).

**OR** to print off an application to mail in, type the address below into your browser:

[http://www.oregon.gov/OCC/Pages/Online\\_application\\_informationpage.aspx](http://www.oregon.gov/OCC/Pages/Online_application_informationpage.aspx)

Once you have completed the application for enrollment to the Central Background Registry, you will receive information on how to schedule an appointment for fingerprinting. Fingerprinting will cost an additional \$12.50 when fingerprints are taken.

The applicant must be 18 years of age to qualify for Criminal Background Registration.

### Drug Screening

A pre-employment drug test will be required for every perspective employee. Test results must be negative to be employed. The cost for the screening will be paid by Community Action Team.

*Providing Head Start, Healthy Families and  
Parenting Education services*

# COMMUNITY ACTION TEAM, INC.

## Employment Application

Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Middle First

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Home Business

E-mail Address: \_\_\_\_\_

Do you have dependable means of transportation? \_\_\_\_\_

Do you have a valid Oregon Driver's License?  Yes  No \_\_\_\_\_  
Number

List relative presently employed in Community Action Programs by name, program, relationship: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

### EDUCATION:

SCHOOLS ATTENDED	FROM - TO Field of Study	DATE LEFT Month/Year	GRADUATE Month/Year	DEGREE RECEIVED
High School/GED:				

### WORK EXPERIENCE *(list most recent first)*

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Salary/Volunteer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title & Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**WORK EXPERIENCE** *(list most recent first)*

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Salary/Volunteer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

**PROFESSIONAL AND PERSONAL REFERENCES**

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE



## MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name

Year

Office Held

---

---

---

*Honors or Awards -*

*Publications -*

## ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

**To the best of my knowledge, all information on this application is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMMUNITY ACTION TEAM, INCORPORATED  
310 Columbia Blvd., St. Helens, Oregon 97051  
**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

**Name of Prospective Employee:** \_\_\_\_\_

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

\_\_\_\_\_  
Signature Date

I **have been** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

\_\_\_\_\_  
Signature Date

This information will be kept strictly confidential.

## Child & Family Development Programs Pre-Employment Reference Form

**Applicant:** Please complete one form for each reference; provide at least three references; and include at least two supervisors.

### Section 1: Applicant Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Position Applying For

### Section 2: Reference Contact Information

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name/Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

### Section 3: Reference Information

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Dates of Employment

\_\_\_\_\_  
Reason for Leaving

**Applicant:** Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.

Attendance	Excellent	Good	Fair	Poor
Relationships w/Children	Excellent	Good	Fair	Poor
Co-Worker Relationships	Excellent	Good	Fair	Poor
Communication	Excellent	Good	Fair	Poor
Follow-Through	Excellent	Good	Fair	Poor
Dependability	Excellent	Good	Fair	Poor
Work Ethics	Excellent	Good	Fair	Poor
Self-Starter	Excellent	Good	Fair	Poor
Decision Making	Excellent	Good	Fair	Poor
Honesty/Integrity	Excellent	Good	Fair	Poor
Flexibility	Excellent	Good	Fair	Poor
Empathy	Excellent	Good	Fair	Poor

REFERENCE Use Only			
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	

**COMMENTS:**

### Section 4: Release of Information

I, \_\_\_\_\_, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section 5: Signature of Person Verifying Reference Information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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\_\_\_\_\_  
Company Name/Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

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Signature

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Date

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Signature

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Date

\_\_\_\_\_  
Title