



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 2/26/2015***Operations Coordinator***

JobID: 2594

Position Type:

Professional Support Services/Coordinator

Closing Date:

03/18/2015

Date Posted:

2/26/2015

Location:

KRESA/Head Start

Division:

Head Start

Position Type:

Full-time, 12-Month

Hours:

8:00-5:00

Responsibilities:

- Ensures the Head Start program rents or owns early childhood centers or classrooms and adjacent outdoor play space in which to provide curriculum and instruction to all enrolled children.
- Ensures classroom staff hired and in place with the required credentials and experience to provide Head Start services (teachers, associate teachers and family advocates).
- Ensures classrooms and adjacent outdoor play spaces are licensed by Michigan Child Care Licensing.
- Ensures the program has available (through contract, lease or ownership) transportation services for approximately 500+ children on a daily basis.
- Ensures all eligible children are enrolled in the program during the school year with a waiting list of approximately 200.
- Monitors internal and external reporting systems to track programmatic and fiscal activities, and monitors and ensures compliance with federal & state regulations and grant conditions; identifies community needs as they relate to the program, adjusts services to reflect changing customer needs and ensures efficient utilization of program resources.
- Assists Head Start Administrator in leading program staff, including training, development, coaching, and performance evaluation.
- Ensures communication with KRESA, bureau and department staff, external department and agency contacts, and program parents; when needed acts as contact/liaison to Head Start Policy Council.
- Secures program facilities, materials, and equipment through negotiations with contractual facility and service providers, including administration of maintenance needs to remain compliant with federal and state regulations.

- Monitors compliance with established practices and regulations.
- Assists in development of budget plan and monitoring of expenditures and revenue.
- Assists in the preparation of reports for federal, state and local regulatory agencies.
- Manages program operations including enrollment, classroom staffing, facilities acquisition and licensing, purchase of materials and equipment for sites, and transportation services to ensure the provision of high quality services and compliance with Head Start Program Performance Standards (HSPPS).
- Other duties as assigned.

Qualifications:

Bachelor degree in public administration, business administration or related program with four years experience in facilities management, transportation/logistics, school food service programs; and a minimum of three years supervisory experience required (or combination of experience, education, and training). Excellent verbal and written communication skills, planning and management skills, and expertise using Microsoft Office applications are required. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Masters degree in relevant field preferred. Bilingual preferred. Knowledge and experience with child care licensing, transportation regulations, and program performance standards. Experience in Early Childhood. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org

(<http://www.applitrack.com/kalamazoo/onlineapp/jobpostings/view.asp?district=1511&all=1>)

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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