

July 3, 2018

Mahube-Otwa Community Action Partnership, Inc. has an opening for **Head Start Education Manager**. This is a full-time, seasonal (reduced hours in the summer), 40 hour/week, benefited position.

TITLE: Head Start Education Manager

DUTY STATION: Detroit Lakes, MN Mahube-Otwa Office

QUALIFICATIONS: **REQUIRED:** Bachelor's Degree or advanced degree in Early Childhood or equivalent. Teaching experience with Early Childhood.
PREFERRED: Bachelor's Degree or advanced degree in Early Childhood or equivalent. Teaching experience with Early Childhood. Management experience in Early Childhood settings.

BASIC FUNCTION: The top four responsibilities for this position include: 1) Oversight of the Head Start Program Performance Standards as they pertain to curriculum, assessment and school readiness. 2) Lead the disability and mental health team. 3) Oversee CLASS/PQA/PAT assessments. 4) Aggregate and analyze school readiness data. The person in this position adheres to the Agency Standards of Conduct and Agency Values of client focused, community minded and resourcefulness. Must have the ability to recognize and maintain confidentiality of client information and work materials.

A COMPLETED APPLICATION IS REQUIRED.

Download at www.mahube.org

Mahube-Otwa Community Action Partnership, Inc.

1125 West River Road, P.O. Box 747

Detroit Lakes, MN 56502

218-847-1385

Email Applications to: hr@mahube.org

Application Deadline is July 17, 2018 at 4:30 p.m.

Equal Opportunity Employer