

AVANCE – SAN ANTONIO
EMPLOYMENT OPPORTUNITIES

Job Title	# of Positions	Availability	Description
Child Development Teacher – Early Head Start Program (EHS)	40 (FT)	04/15/10	<p>This position is responsible for working with infants and toddlers utilizing specialized knowledge and skills in order to properly address the physical, cognitive, social and emotional developmental needs of children.</p> <p>Required: A Minimum Child Development Associate (CDA) Certification, or Associates or Bachelors Degree in Early Childhood Education Must be Bilingual in English and Spanish, Minimum 6 months experience working with high risk families and experience teaching children from birth to 3 years old.</p>
Cook – Early Head Start Program	2 (FT)	04/15/10	<p>This position is responsible for operating a kitchen operation that provides nutritious meals and snacks for children enrolled in the Early Head Start Program and who attend special events. Required: High School Diploma or GED; Must have a Food Handler Certificate; and, one year experience in commercial kitchen or in a public school cafeteria as a cook.</p>
Assistant Cook – Early Head Start Program	2 (FT)	04/15/10	<p>This position assists in kitchen operations and providing nutritious meals and snacks for children enrolled in the Early Head Start Program and who attend special events. Required: High School Diploma or GED; Must have a Food Handler Certificate; and Six months experience in commercial kitchen or public school cafeteria food operations.</p>
Disability Specialist – Early Head Start Program	1 (FT)	04/15/10	<p>This position is responsible for providing support to staff and parents in areas of disabilities and mental health services to include brokering services, referrals, transitions and appropriate documentation of services to ensure continuity of services as children with disabilities enter and transition from the Early Head Start Program. It also ensures quality in delivering these services and that they are delivered in compliance with all applicable federal state local and agency policies rules and regulations.</p> <p>Required: Associates Degree in Social Work or related field. Minimum 2 years experience working with families of children with disabilities and 1 yr experience working with at risk families.</p>

<p>Center Director – Early Head Start Program</p>	<p>2(FT)</p>	<p>04/15/10</p>	<p>The major responsibilities of the Center Director is to manage the: 1) operations of the center; 2) delivery of services to children and families; and, 3) staff performance in accordance with Head Start Performance Standards, Texas State Licensing Guidelines, EHS Procedures Handbook, AVANCE Policies and Procedures and all applicable regulations and local, state and federal laws, rules and regulations. Required: Associates Degree in Early Childhood Education or a Bachelors Degree in a related field with at least 18 hours of early childhood development. Preferred: Bachelors Degree in Early Childhood Education. Management / Supervisory Certification within one year. Required: At least two years of experience in a licensed child-care center. Preferred: At least one year of experience in licensed child-care center as an assistant center director or center director of an Early Childhood Program</p>
<p>Family Development Worker – Early Head Start Program</p>	<p>1(FT)</p>	<p>05/15/10</p>	<p>This position is responsible for providing support to children and families enrolled in Early Head Start. This position requires specialized knowledge, skills, and experience, and the ability to provide oversight that ensures quality services are delivered to children and families in their homes. This position works in partnership with parents to identify their family’s strengths and needs in order to determine how the program can support families in pursuing their goals. Required: Bachelors Degree in Social Work or related field and six months experience working with high risk families.</p>
<p>Home Visitor – Early Head Start</p>	<p>1(FT)</p>	<p>Immediately</p>	<p>The Home Visitor works with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents which meet the child's intellectual, physical, emotional, and social needs. The Home Visitor role is that of a resource for parents and a facilitator for learning in a home-based program. Required: An Associates Degree in Early Childhood Education or a Bachelors Degree in a related field with at least 18 hours of early childhood development completed. Preferred: Bachelors Degree in Early Childhood Education.</p>

**Submit application and resume to:
Avance-San Antonio HR Dept.
118 N. Medina
San Antonio TX 78207**

(Applications are available at the address above or may be downloaded at the website below)

Or E-Mail cover letter and resume to: hr@avancesa.org Must be MS Word Format.

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