



**EMPLOYMENT OPPORTUNITIES**

Job Title	# of Positions	Availability	Description
Child Development Teacher		<b>Until Filled</b>	<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><b>Education:</b> A Minimum Child Development Associate (CDA) Certification, or Associates or Bachelors Degree in Early Childhood Education.</p> <p><b>Work Experience:</b> Required: Six months in a licensed childcare facility or in a public/private school early childhood facility unless candidate has completed an early childhood degree program where practicum(s) were required. Preferred: Some experience working with infants and toddlers in a child development center or home-based program</p> <p><b><u>MUST</u> submit transcript with application.</b></p>
Center Director		<b>Until Filled</b>	<p>The major role responsibilities of the Center Director will be 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.</p> <p><b>Education:</b> Bachelor’s Degree in Early Childhood Education or a Bachelors Degree in a related field with at least 18 hours of early childhood development. Must be Bilingual in English and Spanish,</p> <p><b>Work Experience:</b> 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><b><u>MUST</u> submit transcript with application.</b></p>
Assistant Cook		<b>Until Filled</b>	<p>This position is responsible for assisting the Cook in providing nutritious meals and snacks for children enrolled and who attend special events. This service must provide opportunities for the development of positive attitudes toward healthy foods; for decision-making, sharing, communicating with others; and for the development of muscle control and eye-hand coordination. The food provided should also emphasize appropriate eating patterns and mealtime behavior when children observe adult behavior at family style meals.</p> <p><b>Education:</b> High School Diploma or GED; Must have a Food Handler Certificate. Preferred: Post secondary courses in related field</p> <p><b>Work Experience</b> Required: One year experience in commercial kitchen or in a public school cafeteria as a cook. Preferred: Three + years in commercial kitchen or in a public school cafeteria as a cook.</p>

Send e-mail, cover letter, and resume to: [hr@avancesa.org](mailto:hr@avancesa.org) Must be MS Word Format.

Or Submit application and resume to: *(You may pick applications at the address listed below or may be downloaded at the website below)*

**AVANCE-San Antonio, Inc. HR Dept.  
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*Equal Opportunity Employer*