



# Head Start Program Manager of Education

Department of Early Childhood Education

333 Sheridan Ave, Albany NY 12206

THE POWER OF CHANGE

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

The Program Manager is part of the ECE Senior Management Team, providing leadership and mentoring within the Early Childhood Education program. The manager supports an integrated approach to service delivery. Part of this responsibility consists of: (1) Oversight of the Education and Special Needs service areas, inclusive of curriculum and child/school readiness goals. (2) Primary member of the hiring and onboarding team; ensuring required qualifications and credentials are in place, as well as coordinating and implementing applicable orientation/professional development. Key areas of focus include ensuring effective integration of special needs services within the program as well as a pervasive positive learning environment that is in alignment with the educational outcomes of the NYS Dept. of Education and local school districts.

The Program Manager promotes the values, mission and guiding principles of ACAP. Are directly involved with the development and implementation of the agencies and program's policies and procedures. Oversees developmentally appropriate curriculum through implementation and monitoring of program outcomes and children progresses. A role model and coach for Teachers and Teacher's Assistant who are new to the profession.

The Program Manager is responsible for the compliance with all program performance standards, regulations and applicate grant outcomes related to the designated service area, inclusive to Head Start, Early Head Start and UPK/EPK. In addition to the required regulatory compliance, the Program Manager continuously seeks feedback and assesses the program outcomes, while working in collaboration with parents, staff and partner organizations with a focus on continuous improvement and establishing the best practices.

## **QUALIFICATIONS:**

Bachelor's Degree in Early Childhood Education or a related field is required. A Master's Degree is preferred. Must have a minimum of one (1) year of successful ECE teaching experience along with management experience in ECE is required. Solid PC skills and a driver's license are a must. Bilingual or multilingual is a plus. Knowledge of Early Childhood Development practices and theories, Head Start performance standards, NYS-OCFS Day Care Regulations; including state and local regulations are required. Total Quality Management/continuous improvement training and experience are preferred.

## **BENEFITS/HOURS/PAY:**

Full Time (40 hours/week) Full set of benefits: Health, Dental, and Vision Insurance, Vacation Sick and Personal Leave, Educational Assistance and a 403(b) plan; starting salary approximately \$46,000 annually with the potential for increase every year based on performance

## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

## **FOLLOW US ON SOCIAL MEDIA:**



**We are proud to be an EEO/AA employer M/F/D/V.  
We maintain a drug-free workplace and perform pre-employment  
substance abuse testing**