



E.O. Posting No. 0091

## EMPLOYMENT OPPORTUNITY

Title: Home Base Director

Division: Head Start Home Base

Position Description: Supervise a staff of 10 in a 3 county service area, directly/coordinate schedules, observe and evaluate home visitors, insure that documentation is forwarded to other program specialist. Work with program specialist to obtain appropriate training for home visitors. Maintain home based social sites according to program standards. Order appropriate home based educational supplies. Ensure that program curriculum is implemented in home visits, observe home based socialization's for appropriateness and relevance to curriculum, ensure that all services to children are scheduled-medical, dental, follow-ups immunizations, etc. Train new home visitors on all aspects of job. Meet monthly with Operations Manager, ensure that monthly reports are generated and turned in to Operations Manager. Utilize assistance of Home Based Aide for maintenance of folders, supplies, and paperwork.

Travel Required: Yes, 75% Three County service area and 25% out of area

Beginning Salary: Negotiable depending upon Qualifications and education

Minimum Qualifications: High School Diploma, Associate Degree in Early Childhood/Social Work, Leadership experience, Good driving record and background check.

Preferred/Special Qualifications: BA/BS in Early Childhood or closely related field. Supervisory/managerial experience, exceptional organization skills, previous child development helpful.

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Applications are being accepted until position is filled.

Submit Applications to: Dollie Rosas, HS/EHS Operations Manager.

Apply at: BVCAA Central Office  
3141 Briarcrest Dr., Suite 501  
Bryan, TX 77802

Physical address: Same as Above  
Telephone: No Phone Calls Please

Please visit [www.bvcaa.org](http://www.bvcaa.org) for an employment application.

EOE

Date Posted: 11/15/11