



Rocky Mountain SER has been satisfying Colorado's diverse employment, training, and educational needs since 1980.

Rocky Mountain SER (RMSER) is a grassroots community based organization established in 1980. Since its inception, RMSER has provided quality educational, employment and training services to over 50,000 unemployed, economically disadvantaged and underemployed individuals.

Currently, RMSER serves more than 3,000 low-income and disadvantaged families annually through its Head Start, Workforce Training, Migrant Farm worker, and Youth and Community programs.

We are seeking an **Area Manager** for a head start program in **Alamosa, CO**. This position will oversee Head Start Centers in the San Luis Valley and other regions of Southern Colorado. This position is a regular **Full-Time Year-round** position. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k, as well as a generous paid time off allowance.

DUTIES AND RESPONSIBILITIES:

- Enacts effective management systems that support the early learning programs and services in accordance with Head Start Performance Standards and also aligned to the Agency's mission, vision and values.
- Oversees the implementation of early learning program goals in each of their centers.
- Represents early learning in partnership with their Center Supervisor(s) in local, state, regional and national communities and event, acts as a conduit for input and information, promotes innovation at all levels, and serves as an effective advocate for staff, families, and children. This includes events that may be outside of RMSER and after and/or before standard HS working days and hours.
- Networks, develops rapport and seeks out new partnerships with community groups, other not-for-profit organizations, human services agencies and any other value added organization or group that would help in the delivery quality early learning services in all of their assigned areas.
- Enabling and supporting Center Supervisors to be involved in establishing partnerships with key agencies that allow the program to better pursue its mission.
- Direct activities and media relations as required by the ECS Assistant Director to promote a positive public image.
- Attends Parent Advisory Committee (PAC) meetings regularly.
- Ensures actions and decisions of their area are consistent with history and vision of the agency and early learning frameworks, align systems (training, staffing, etc.) to vision and strategy.



- Make decisions in an ethical, timely and efficient manner in consideration of the Agency's mission, understand what information is needed to make high quality decisions, engage stake holders, and ensure decisions are made that control program quality and maintain program accountability.
- Provides continuous reports with relevant data to the status of their assigned centers to the ECS Assistant Director as required and requested.
- Manage change effectively by demonstrating support for innovation and for Agency and programmatic changes needed to improve quality and effectiveness, by initiating, sponsoring and implementing Agency change and by helping others to successfully manage change and innovations.
- Convene staff on a regular basis for sharing information, updating program plans and preparing for area-wide activities.
- Be knowledgeable of the Agency's personnel policies and procedures and ensure that their Center Supervisors are aware of these and any changes to them that may occur.
- Meet on a regular basis with direct reports to monitor and provide on-going feedback, consistent with their individual development plans for performance improvement, and adherence to Agency and program performance standards and standards of behavior.
- Provides oversight to their assigned region through supervision of staff and oversight of program requirements to assure that the quality of the program is maintained; this may include facilitation of procedures, assigning responsibilities for initiatives, providing training, procuring equipment and supplies, analyzing data and developing evaluation procedures.
- Responsible for ensuring licensing requirements are met for their region.
- Works directly with the Head Start Director to provide information, reports, community concerns, and offering innovative ideas.
- Oversight of their assigned regions facilities and transportation areas.
- Oversight of all Center Supervisor staff in their assigned area.
- Responsible for the on-going monitoring and assessment of each center in their area. Including, but not limited to ensuring all aspects of ERSEA are compliant and all resources, including proper staff and performance management, are obtained and properly utilized in their centers.
- Participates in all required training(s).
- Ability to travel more than 60% of the time to each of their centers.
- Must report any situation and/or incident to the ECS Assistant Director that has potential to result in a safety hazard for the children, other staff members and Head Start parents admitted to the facility.
- Other related duties as assigned.

EDUCATION and EXPERIENCE:

- Bachelor's Degree in Education, Management, Business and/or Education or closely related field is required.
- A minimum of seven (7) years of management/supervisory experience required.
- Experience with managing remote staff is strongly preferred.



- Knowledge and experience in education, preferably early learning and community dynamics in their local area strongly preferred.

BASIC QUALIFICATIONS:

- Demonstrated ability to institute a multidisciplinary team approach to management and education.
- Knowledge and experience in working with staff in multiple areas.
- Experience in program evaluation and assessment, as well as decision-making and responding resourcefully under varying conditions.
- Demonstrated understanding of skills and principals needed to effectively manage a Head Start program and staff.
- Must have demonstrated knowledge of fiscal matters.
- Ability to proactively engage with other RMSER early learning areas as well as the general public, children and parents within the community. So they must have a May involve interaction with persons whose first language is not English.
- Ability to read and understand written materials and compose information/instruction in written form.
- Must be an effective communicator with children and families who represent diverse backgrounds.
- Ability to work within a developed schedule and meet assigned deadlines.
- Ability to understand and perform basic to advanced mathematical computations.
- Ability to apply problem-solving skills essential in developing solutions for unanticipated issues and challenges.
- Ability to effectively present information in one-on-one and group situations, which includes the ability and skill to present in front of small and large groups (public speaking).
- Ability to remain calm and calm others in an emergency and/or confrontational situation.
- Ability to manage time efficiently and remain flexible with the changing demands of the program.
- Ability to communicate effectively clearly both verbally and in writing.
- Ability to uphold the utmost in professionalism and teach, live, learns and promotes Company values.
- Able to provide own transportation to multiple locations for scheduled and unscheduled appointments/observations. If operating a vehicle, must have a valid driver's license and current State of Colorado mandated insurance on the vehicle.

REQUIRED SKILLS:

- Intermediate to advanced knowledge of MS Office programs such as Excel and Word (Power Point is preferred but not required).
- Knowledge of PROMIS or other similar data collection systems designed towards the collection of information pertaining to clients, customer, vendors, etc.



- Bilingual (Spanish/English) is preferred but not required.

To Apply: Please send resume and cover letter to resumes@rmser.org