

JOB ANNOUNCEMENT

Organization: Tuskegee-Macon County Head Start

Position: Quality Assurance Specialist (Full-Time with Benefits)

Location: Tuskegee-Macon County, Alabama

DESCRIPTION OF POSITION:

Under the executive direction of the Executive Director, performs advanced level work developing, implementing and maintaining an ongoing quality assurance and performance process to measure, evaluate and assure quality and performance of the Head Start program according to the Head Start Performance Standards, Head Start Act, Minimum DHR Licensing Standards, QRIS, State/Local requirements, and Head Start policies and procedures. Maintains a thorough knowledge of Head Start policies and procedures, continuous quality improvement processes, federal/state monitoring protocols, changes and updates to Federal, State and Local regulations. The work also involves working collaboratively with local/federal/state representatives, and serving as a liaison between the Executive Director, program administrators, parents, staff, families and community agencies.

MINIMUM QUALIFICATIONS:

Minimum of a master's degree in management, business administration, organization development, public administration or closely related field and three years of professional level experience. Must meet criteria for background screening as required for the federal government and state child care licensing regulations and possess a valid driver's license and minimum of automobile liability insurance.

QUALIFIED APPLICANTS SHOULD SUBMIT:

Resume and Cover Letter to:
Tuskegee-Macon County Head Start
Attn: HR
103 W. Martin Luther King Hwy.
Tuskegee, AL 36083
OR

Email: HR@tmheadstart.com

EQUAL OPPORTUNITY EMPLOYER