



**Head Start
Curriculum & School Readiness Manager
Full Time**

ADVOCAP, Inc., has been a recognized leader in anti-poverty and self sufficiency programming for over fifty years. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

**ADVOCAP seeks to hire an experienced, creative, and
charismatic individual to be our early childhood education expert!**

ADVOCAP wants the best possible education outcomes for our Head Start children. The Curriculum & School Readiness Manager provides inspiration, expertise, and leadership to our overall education systems and methods. Also, this position will orchestrate effective and smooth transitions for families and graduating children from ADVOCAP's Head Start program to their next school.

Responsibilities include: technical assistance, guidance, and training for Center Operations Managers to ensure that ADVOCAP's Head Start education programming is consistent and effective in all classrooms in six center locations throughout Fond du Lac and Green Lake Counties in Wisconsin. A relevant research-based curriculum starts with quality student assessments; then creative application of resources in addressing student develop needs; and, on-going monitoring of student achievement. This position makes sure this happens and is able to report student progress and how to improve educational services to the Head Start Director on a regular basis.

Our relationships with school districts and other partners is essential to student and program success. This position will be building and maintaining those relationships and addressing childcare licensing requirements, child enrollment, child behavioral supports from school districts, partnership agreements and contracts, and plans for education transitions to and from Head Start before, during and after engagement. This position will keep the Head Start Director appraised of partner status and how we can strengthen collaborations.

Job Requirements:

- A minimum of a Bachelors Degree in Early Childhood Education, at least 3 years teaching experience in a preschool setting, and current Wisconsin Early Childhood Education Teaching License, **is required.**
- Demonstrated, successful management experience, **is preferred.**
- Understanding of poverty and a strength-based approach to helping others and alignment of personal values with ADVOCAP corporate values, **is essential.**
- Belief in teams and collective impact.
- Self-starter, superior listening skills, leadership skills, and a positive attitude
- Ability to perform essential functions of the position while progressing on program improvement
- Pass a Criminal Background Check and drug screen

Minimum starting wage is \$19.50/hr. Work schedule is Monday – Friday, year round.

Benefits offered include: health, dental, life, STD, vacation, sick and holiday pay, 401k option

Resumes or applications, with cover letters, submitted by **8/16/19** will receive primary consideration.

Send to: ADVOCAP Inc.

Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org

or FAX: 920 922-7214

www.advocap.org

AA/EOE