



Engaging communities. Empowering individuals.

**Action Pathways, Inc.  
Job Vacancy Announcement**

<b>Title</b>	<b>Type</b>	<b>Date Opened</b>
Child Services Manager	Full Time/Exempt	11/28/2017
<b>Department/Location</b>	<b>Entry</b>	<b>Closing Date</b>
Head Start/5135 Morganton Road	1811.93 bi-weekly	12/8/2017

**Required Education & Experience:**

Bachelor’s degree in Early Childhood Education and 5 years experience with a preschool education program with supervisory experience; or equivalent combination of education and experience. Master’s Degree in Early Childhood Education and 5 years experience is preferred.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license with an acceptable driving record and proof of insurance. Must be able to pass a post offer physical examination. Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties & Responsibilities:**

Has the primary responsibility for planning, supervising, coordinating, and evaluating the activities of and staff assigned to the Early Childhood Development unit.

- Establishes work plans and staffing patterns for unit. Assigns duties and responsibilities, and coordinates activities of staff to ensure compliance.
- Reviews and revises work plans and budget annually and updates SOPs for department.
- Develops, maintains, and monitors a system of documentation of activities, record keeping, and reporting as required by HHS; prepares monthly status reports by collecting, analyzing and summarizing information for management or as directed.
- Maintains staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results. Provides technical advice.
- Coordinates and collaborates with peer managers to ensure integration of services is achieved.
- Maintains safe and clean working environment for staff by establishing and enforcing procedures, rules and regulations.
- Maintains professional and technical knowledge by attending education workshops, reviewing professional journals; establishing networks, etc.

**Knowledge:**

Applicant must be able to:

- Read, analyze and understand professional journals, regulations, etc. Write informative reports.
- Knowledge of principles of organization and management. Plan, supervise and evaluate work.
- Identify and resolve problems in a timely manner.

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at [www.actionpathways.ngo](http://www.actionpathways.ngo). Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Evelyn Miller, HR Manager.

**“An Equal Opportunity Employer”**  
**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**