



**Employment Opportunity
Butler County Educational Service Center
February 11, 2010**

POSITION: Programs Director Prenatal – Age 3

GENERAL DESCRIPTION: The Programs Director shall assume leadership and responsibility for all activities involved in the operation, control, appraisal, and continued development of programs, personnel and to provide optimum Early Head Start and Help Me Grow services in the community. The Programs Director plans and collaborates with the leadership of prenatal to 3 programs in the county to ensure that outcomes are achieved for all children and families. The Programs Director provides vision, motivation, and leadership to all employees, families, and volunteers.

QUALIFICATIONS:

- Master's Degree in education, special education, social work, early childhood, or related field.
- ODE Administrator, Supervisor or Principal's license preferred.
- Experience in developing new programs, grant writing, program administration and evaluation.
- Demonstrated knowledge of and successful experience in budget development and management.
- Two to five years experience in program management roles with experience in the area of child development preferred; or other combination of education and experience.
- Demonstrated leadership ability.
- Able to use a variety of communication methods to build relationships.
- Excellent organizational and time management skills.
- Able to use technology to effectively manage data and information.
- History of excellent job attendance.
- Valid Ohio driver's license with good driving record; daily access to private insured vehicle during work hours.
- Must pass criminal background checks, drug and alcohol tests, and be free from communicable disease.

STARTING DATE: March 1, 2010 or ASAP
SALARY: Based on educational background, professional experience, and licensure
BENEFITS: Excellent fringe benefit package based upon Board Policy
WORK YEAR: Full Time
DEADLINE: 2/24/10 or until filled
APPLY TO: Send letter of interest, resume, list of references, and Administrative Application; which can be accessed at www.bcesc.org, to:
Butler County Educational Service Center
Lori Thesken, Asst. Superintendent for HR
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011