

Mississippi Action for Progress, Inc.
Assistant District Manager
(Lamar, Marion, Pike, and Walthall Counties)

Opening Date: 09/17/2021

Closing Date: 09/30/2021

Under the direct supervision of the District Manager, position is responsible for the programmatic operations of assigned Counties. Though not all inclusive, the incumbent will: Provide management oversight for the assigned District Office to assure all programs, services, and systems are implemented in accordance with the Agency's Management Guidelines; Monitor attendance registers of center managers and staff to ensure sufficient supervision at all times; Conduct monthly on-site monitoring of assigned sites; Oversee transportation system for assigned district; Manage Agency's facilities/inventory in assigned counties in accordance with operational guidelines; Review reports of each service/content delivery area, and prepare data analysis of district's accomplishments, projections and recommendations for continuous quality improvement; Communicate verbally and in person with staff, vendors, community service providers, and parents as needed; and Manage processes/related tasks for submission of all accounts payables, food invoices, and other bills in accordance with operational guidelines.

Desired Qualifications: Bachelor's degree in Business Administration or Business Education with a minimum of 18 hours in Early Childhood Education, or related area and a minimum of three years demonstrated leadership experience in a childcare environment, *or an* Associate Degree in Early Childhood Education or related area with a minimum of five to seven years demonstrated leadership in a childcare environment. Must be highly organized, with excellent oral and written communications skills. Travel required with the flexibility to meet unexpected schedules.

Submit resume and official copy of transcript to:

Miraea H. Gavin, Human Resources Director
Mississippi Action for Progress, Inc.
1751 Morson Road
Jackson, MS 39209
mgavin@mapheadstart.org
(601) 923-410

Mississippi Action for Progress, Inc.
Assistant District Manager
(Adams, Amite, and Wilkerson Counties)

Opening Date: 09/17/2021

Closing Date: 09/30/2021

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Mississippi Action for Progress, Inc.

District Secretary

Opening Date: 09/17/2021

Closing Date: 09/30/2021

Under the supervision of the District Manager, the position is for a District Secretary with an early childhood development center serving Adams and Marion Counties. incumbent will be responsible for all clerical/secretarial duties for the district to include: Answering the telephone, typing letters, preparing reports/memos, purchase order requisitions, and scheduling appointments. Duties will also include: Maintaining an accurate up-to-date filing/record keeping system; Examining request for supplies or payment documents/invoices for accuracy; Requesting and distributing supplies/equipment to centers in the district; Participating in assigned workshops/training activities; and, Assisting the district with logistics in scheduling meetings and training.

Desired Requirements: Bachelor's Degree in Business Education, Secretarial Science, Office Administration or a related field; and, Two (2) years of experience working in an educational environment or early childhood development program. Strong oral and written communication skills required. Travel required, some overnight.

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Mississippi Action for Progress, Inc.

DISTRICT CLERK

Natchez , MS*
Columbia, MS*

Opening Date: 09/17/2021

Closing Date: 09/30/2021

The positions are for a District Clerks with an early childhood development program serving Adams and Marion Counties. Under the supervision of an Assistant District Manager, the incumbent has the responsibility of assisting with the overall day-to-day operations of assigned office to ensure delivery of quality services to children and families. This position also has the responsibility of overseeing the main reception area and performing other administrative and clerical functions.

Desired: Qualifications: Bachelor's Degree in Business Administration /Office Technology or related discipline and one year of experience. Minimum Qualifications: Associate Degree in Business Administration / Office Technology or related discipline, with one or more years of experience in general office practices with emphasis on receptionist and switchboard experience. Strong computer skills using PCs and a variety of software applications, word processing, databases and email are required. Ability to work in a fast paced multi-task environment. Travel required, some overnight.

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***Indicate Location**

Mississippi Action for Progress, Inc.
Early Childhood Education (ECE) Coaches

Opening Date: 09/17/2021

Closing Date: 09/30/2021

Early childhood development program serving Columbia and Natchez, MS has immediate openings for the following positions - ***Early Childhood Education Coaches***. The primary responsibility of the ECE Coach is to provide support to the classroom staff in maintaining compliance in early childhood teaching strategies, classroom management, and offering one-on-one training and technical assistance as needed to include: Implementing ECE services for ages three to five; and, Providing training and technical assistance to classroom mentors and teaching staff. Position requires frequent travel, some overnight.

Desired Qualifications: **Master's degree** preferred in Early Childhood Education-ECE or Child Development-CD, and at least three years demonstrated related experience with age groups 8 weeks to 5 years through employment or practicum, in a pre-school educational environment **OR** **Bachelor's degree** in Early Childhood Education or Child Development, and at least five years demonstrated related experience working with children 8 weeks to 5 years through employment or practicum in a pre-school environment.

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Mississippi Action for Progress, Inc.

Early Childhood Education Specialists

Opening Date: 09/17/2021

Closing Date: 09/30/21

MS Action for Progress, Inc., a early childhood education program serving the Columbia and Natchez, MS area has immediate openings for the following position - ***Early Childhood Education Specialists***. Under the supervision of the District Manager, the incumbents will promote and plan for the school readiness of Head Start children by providing technical assistance, mentoring, and training to classroom staff, and parents in their role as the child's primary educator. Responsibilities also include the following: Planning and promoting of children's readiness to learn involves, but is not limited to culturally responsive, integrated service delivery of child development, disabilities, and mental health that supports learning environments to include the following: (1) enhance children's cognitive, social, and emotional development; and (2) promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning.

Desired Qualifications: Master's Degree in Early Childhood Education, Early Childhood Development, or Elementary Education with a minimum of 6 classes (18 hours) with ECE/ECD as primary focus, and at least three (3) years demonstrated/related experience with age groups 8 weeks to 4 years through employment or practicum, in a pre-school educational environment. **OR** Bachelor's degree in Early Childhood Education or Early Childhood Development, Elementary Education with minimum of 6 classes (18 hours) with ECE/ECD primary focus and at least five years demonstrated related experience with age groups of 8 weeks to 4 years through employment or practicum, in a pre-school educational environment.

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Mississippi Action for Progress, Inc.

District Program Services Generalists

Opening Date: 09/16/2021

Closing Date: 09/30/2

Position is for District Program Generalists with an early childhood development program serving Columbia and Natchez, MS. The primary purpose of this position is to assure the Agency's compliance in the areas of Health, Mental Health, Disability, Parent Family and Community Engagement (PFCE), and Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) as prescribed at the local level. This position is also responsible for frequent monitoring, training, policy and procedure implementation, and agency collaboration with parents and the community. Incumbents will also have the responsibility of providing day-to-day assistance to the assigned district to maintain up to date monitoring of records to verify completion of services.

Desired Qualifications: Master's Degree in the field of Social Work, Consumer Science, Health Services or related field, and three years of experience, or Bachelor's Degree in the same with 5 years demonstrated experience. A working knowledge of the Head Start Performance Standards, *and* Mississippi Child Care regulations with demonstrated experience in case management or related area preferred. Travel required; some overnight.

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**Mississippi Action for Progress, Inc.
District Support Generalist**

Opening Date: 09/17/2021

Closing Date: 09/30/21

**Columbia, MS
Natchez, MS**

Position is for a District Support Generalist with an early childhood development program serving Adams and Marion Counties. Under the direct supervision of the District Manager, incumbents will have the following responsibilities: Overseeing a safe and efficient transportation system in the district ensuring that applicable local, state, and federal guidelines are met; Monitoring the distribution/inventory of supplies; Supervising custodial staff in the district; and Responsible for the overall maintenance and general repair of Head Start facilities, equipment, and vehicles in the district.

Desired Qualifications: BS/BA degree in Industrial Arts or related field with two (2) years demonstrated experience in management/supervision; Excellent oral and written communication skills required; and Must possess the skills to make minor repairs to facilities, or the ability to make an assessment of major repairs on vehicles and facilities. Frequent travel, some overnight; CDL License with PS endorsement required.

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