

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
	Accounting Program Compliance Manager	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting required.</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• 7-10+ years of work experience with a combination of accounting firm and industry experience</li> <li>• Possess a strong history of financial statement accounting and accounting audit skills</li> <li>• Demonstrated ability to interpret and apply new accounting guidance</li> <li>• Possess the ability to read and interpret contracts and ensure contract compliance</li> <li>• Experience utilizing data collection and analysis methods to prepare detailed financial information</li> <li>• Demonstrated ability to balance multiple projects and time sensitive deadlines</li> </ul>	\$68,697 - \$103,045
	Administrative Coordinator	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Associates degree or business training preferred; High school diploma or GED required</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of two years of experience in administrative support or similar work</li> <li>• High level of computer proficiency in work-processing, database and spreadsheet software</li> <li>• Strong oral and written communication skills</li> <li>• Ability to proofread and edit written documents</li> <li>• Strong interpersonal skills</li> <li>• A high degree of person initiative and exercises good judgment in evaluating situation as they arise</li> <li>• Self-Starter: ability to manage multiple task, set priorities, work efficiently an defectively, meet deadlines an give and except feedback</li> </ul>	\$30,136 - \$45,204
	Chief Program Officer	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in early childhood education or related field, Master's degree preferred</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum three (3) years of experience managing, coaching and developing leaders and staff</li> <li>• Experience working with boards and committees strongly preferred</li> <li>• Experience working in organizations relating to families and young children</li> <li>• Ability to work successfully with adults in a teaching/learning setting</li> <li>• Working knowledge of human service organizations and resources for families</li> <li>• Knowledge of developmentally appropriate practices in educational settings for young children</li> <li>• Experience working at a not for profit 501(c)3 organization</li> <li>• Hands-on experience in budget development and management</li> <li>• Dedicated customer service orientation and responsiveness to</li> </ul>	\$120,553 - \$192,885

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>internal and external customers</p> <ul style="list-style-type: none"> <li>• Ability to communicate ideas and information clearly and completely, orally and in writing</li> <li>• High level of organization and presentation skills, detail orientation, accuracy and completeness in record keeping, and documentation creation and editing in all assigned areas of responsibility</li> <li>• Ability to work with multi-cultural, diverse client base in an unbiased, fair manner</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality</li> <li>• Effective interpersonal and management skills, including diplomacy and influencing skills</li> <li>• Strong initiative; ability to work independently, flexibility</li> <li>• Consensus building skills</li> </ul>	
	Community Outreach Specialist	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in early childhood education or related field from accredited institution (significant related social service experience may substitute for education)</li> <li>• Successful completion or certification of any evidenced-based parenting education program a plus, but not required</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum one year experience working in a human services or teaching position</li> <li>• Knowledge of child development</li> <li>• Communicate ideas and information clearly and completely</li> <li>• Dedicated customer service orientation and exchanges with clients and staff</li> <li>• Demonstrated interviewing, assessment and problem solving skills</li> <li>• Demonstrate organizational skills and orientation to detail in record keeping, updating, word processing and other areas of responsibility</li> <li>• Demonstrated knowledge of Microsoft Word, Excel and comfortable using e-mail</li> <li>• Ability to use internet for research</li> <li>• Work with diverse client base in an unbiased and just manner</li> <li>• Ability to perform duties with minimal supervision, high degree of personal initiative and exercise good judgment in evaluating situations that arise</li> <li>• Flexibility in response and approach to project assignments</li> <li>• Commitment to working in teams and demonstrate leadership skills</li> <li>• Maintain expected quality of work while managing multiple tasks, setting priorities</li> </ul>	\$38,122 - \$57,183

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Experience in training parents and knowledge of training methods/techniques and adult learning theory preferred</li> </ul>	
	Controller/(Program Operations Analyst)	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting required; advanced Accounting degree preferred</li> <li>• CPA preferred</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• 10+ years of senior financial management experience with at least 7 years managing an Accounting Department</li> <li>• Mastery of finance, accounting, budgeting, and cost control principles including thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting</li> <li>• A strong understanding of finance and accounting practices relating to donor and grants management preferred</li> <li>• Demonstrated annual budget and audit preparation experience</li> <li>• Experience in determining project feasibility and costing of services preferred</li> <li>• Proficiency in clearly communicating information about finances and accounting issues to non-accountants and individuals with varying levels of financial expertise</li> <li>• Significant experience with allocations of shared costs preferred</li> <li>• Strong quantitative analysis capabilities, with the ability to read, analyze, interpret and explain complex financial data</li> <li>• Familiarity with specialized non-profit industry accounting practices, reporting requirements and procedures preferred.</li> <li>• Possess strong financial acumen to produce and maintain accurate financial records and prepare clear and accurate reports for informational, auditing, and operational use</li> <li>• Mastery of finance, accounting, budgeting, and cost control principles including thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting</li> <li>• A strong understanding of finance and accounting practices relating to donor and grants management preferred</li> </ul>	\$81,660 - \$130,656
	Curriculum and Instructional Design Specialist	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</li> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science</li> </ul>	\$42,887 - \$64,331

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>with two years of experience as a director in an early childhood program.</p> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years of experience in a leadership role</li> <li>• Minimum of 3 years of experience working in an early childhood setting</li> <li>• Ability to work in teams with demonstrated leadership skills</li> <li>• Knowledge and understanding of developmentally appropriate practices</li> <li>• Knowledge of training methods/techniques and adult learning theory</li> <li>• Demonstrated ability to problem solve and handle multiple tasks at one time</li> <li>• Possess strong interpersonal skills, creativity and flexibility</li> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Ability to speak Spanish, Vietnamese or Chinese a plus</li> </ul>	
	Director, Curriculum Design & Innovation	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science.</li> <li>• Master's degree, preferably in education or curriculum and instruction</li> </ul> <p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Minimum five (5) years of work experience in an early childhood setting</li> <li>• One-three (1-3) years educational leadership experience</li> <li>• Bilingual fluency in English and Spanish (or other language) an asset</li> <li>• Prior leadership experience in guiding and directing staff</li> <li>• Demonstrated experience in communication to clearly explain curriculum and instruction trends to stakeholders</li> <li>• Demonstrated decision-making experience in making informed choices about instructional methods and curriculum materials</li> <li>• Possess analytical thinking and the ability to evaluate student performance data, teaching strategies, and curriculum materials, and then make recommendations based on the analysis</li> </ul>	\$75,963 - \$121,541
	Director, Early Learning Programs Strategy	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science.</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development.</li> </ul>	\$75,963 - \$121,541

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Master's Degree in Early Childhood Education or Educational Leadership preferred.</li> </ul> <b>Knowledge, Skills and Abilities</b> <ul style="list-style-type: none"> <li>• Minimum of five years of working in an early childhood setting with at least three years in leadership</li> <li>• Conversational fluency in English/Spanish is a plus</li> <li>• Ability to work collaboratively with adults in teaching/learning situations</li> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients)</li> <li>• Knowledge of basic principles of finance, accounting, and budgeting</li> </ul>	
	Director, Programs and Grant Compliance	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in early childhood education or related field, Master's preferred</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of five years direct work experience in management/administration position</li> <li>• Ability to communicate ideas and information clearly and completely, orally and in writing</li> <li>• High level of organization and presentation skills, detail orientation, accuracy and completeness in record keeping, and documentation creation and editing in all assigned areas of responsibility</li> <li>• Ability to work with multi-cultural, diverse client base in an unbiased, fair manner</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management</li> <li>• Demonstrated commitment to continuous learning</li> <li>• High level of computer proficiency in work-processing, database and spreadsheet software</li> <li>• Strong oral and written communication skills</li> <li>• Ability to proofread and edit written documents</li> <li>• A high degree of person initiative and exercises good judgment in evaluating situation as they arise</li> <li>• Ability to manage multiple task, set priorities, work efficiently an defectively, meet deadlines an give and except feedback</li> </ul>	\$68,697 - \$103,045
	Early Childhood Assessor	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;</li> <li>• Bachelor's degree from an accredited four-year college or</li> </ul>	\$38,122 - \$57,183

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</p> <ul style="list-style-type: none"> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of one year working in an early childhood setting</li> <li>• Conversational fluency in English/Spanish is a plus</li> <li>• Ability to work collaboratively with adults in teaching/learning situations</li> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Ability to relate to individuals from culturally diverse backgrounds</li> <li>• Above average oral and written communication skills</li> <li>• Engaging and approachable interpersonal style</li> <li>• Demonstrated ability to handle multiple tasks simultaneously</li> <li>• Possess aptitude for interpersonal relationship-building</li> <li>• Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients)</li> <li>• Possess critical thinking skills to grasp instructions quickly and to anticipate and take appropriate action in varying circumstances</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Creative, flexible, and persistent in completing tasks</li> <li>• Possess initiative and the ability to balance competing project demands with quality outcomes</li> <li>• Ability to work well within a team and independently</li> <li>• Demonstrated organizational skills, high level attention to detail, accuracy and completeness in record keeping and other documentation</li> </ul>	
	Early Childhood Mentor	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</li> </ul>	\$38,122 - \$57,183

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.</li> </ul> <b>Minimum Skills and Experience</b> Minimum of one year working in an early childhood setting <ul style="list-style-type: none"> <li>• Conversational fluency in English/Spanish is a plus</li> <li>• Ability to work collaboratively with adults in teaching/learning situations</li> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Ability to relate to individuals from culturally diverse backgrounds</li> <li>• Above average oral and written communication skills</li> <li>• Engaging and approachable interpersonal style</li> <li>• Demonstrated ability to handle multiple tasks simultaneously</li> <li>• Possess aptitude for interpersonal relationship-building</li> <li>• Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients)</li> </ul>	
	Family Support Specialist	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</li> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of one (1) year working in human services or an early childhood setting</li> <li>• Ability to work with adults in teaching/learning situations</li> <li>• Bi-lingual language fluency in English/Spanish strongly preferred; English/Chinese or English/Arabic helpful</li> <li>• Commitment to working in teams and demonstrated team leadership skills</li> <li>• Strong oral and written communication skills</li> <li>• Strong interpersonal skills, including coaching/mentoring, conflict management and collaboration</li> <li>• Strong organizational and documentation skills</li> </ul>	\$38,122 - \$57,183

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Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Engaging and approachable interpersonal style</li> <li>• Ability to relate to individuals from culturally diverse backgrounds</li> <li>• Creative, flexible and persistent in completing assignments</li> <li>• Demonstrated drive and ability to work independently, as well as effectively within a team</li> <li>• Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients)</li> <li>• Possess critical thinking skills to grasp instructions quickly and to anticipate and take appropriate action in varying circumstances</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Possess initiative and the ability to balance competing project demands with quality outcomes</li> <li>• Demonstrated commitment to continuous learning</li> </ul>	
	Lead Accountant	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting required.</li> </ul> <p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years of accounting experience; non-profit preferred</li> <li>• Must have a strong history of financial statement accounting, with a clear understanding of preparing and recording journal entries to include monthly accruals, amortization of prepaid expense, fixed asset depreciation, and adjusting or reclassification entries.</li> <li>• Ability to interpret and apply accounting guidance</li> <li>• Strong experience in reconciling General Ledger accounts</li> <li>• Focus on areas of potential automation and develop clear and precise processes</li> <li>• Ability to balance multiple projects, prioritize and adhere to time-sensitive deadlines</li> <li>• Must have a leadership mentality and be able to work with minimal supervision</li> <li>• Must be a critical thinker who looks for solutions to complex situations</li> <li>• Requires a high level of confidentiality, an above-average level of flexibility, dependability, and sound judgment</li> <li>• Demonstrated change agent who is able to mentor and facilitate new processes</li> </ul>	\$54,279 - \$81,419
	Lead Curriculum Specialist	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</li> </ul>	\$48,248 - \$72,372



## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 2 years of experience in a leadership role</li> <li>• Minimum of 3 years of experience working in an early childhood setting</li> <li>• Ability to work in teams with demonstrated leadership skills</li> <li>• Knowledge and understanding of developmentally appropriate practices</li> <li>• Knowledge of training methods/techniques and adult learning theory</li> <li>• Demonstrated ability to problem solve and handle multiple tasks at one time</li> <li>• Possess strong interpersonal skills, creativity and flexibility</li> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Ability to speak Spanish, Vietnamese or Chinese a plus</li> </ul>	
	Lead Early Childhood Assessor	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</li> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 2 years of experience in a leadership role</li> <li>• Minimum of 3 years of experience working in an early childhood setting</li> <li>• Ability to work in teams with demonstrated leadership skills</li> <li>• Knowledge and understanding of developmentally appropriate practices</li> <li>• Knowledge of training methods/techniques and adult learning theory</li> <li>• Demonstrated ability to problem solve and handle multiple tasks at one time</li> <li>• Possess strong interpersonal skills, creativity and flexibility</li> </ul>	\$42,887 -\$64,331

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Ability to speak Spanish, Vietnamese or Chinese a plus</li> </ul>	
	Lead Early Childhood Mentor	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or</li> <li>• Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years of experience in a leadership role</li> <li>• Minimum of 3 years of experience working in an early childhood setting</li> <li>• Ability to work in teams with demonstrated leadership skills</li> <li>• Knowledge and understanding of developmentally appropriate practices</li> <li>• Knowledge of training methods/techniques and adult learning theory</li> <li>• Demonstrated ability to problem solve and handle multiple tasks at one time</li> <li>• Possess strong interpersonal skills, creativity and flexibility</li> <li>• Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Ability to speak Spanish, Vietnamese or Chinese a plus</li> <li>• Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable</li> </ul>	\$42,887 -\$ 64,331
	Manager, Assessors	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development.</li> </ul>	\$54,279 - \$81,419

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of three years working in an early childhood setting</li> <li>• Conversational fluency in English/Spanish is a plus</li> <li>• Ability to work collaboratively with adults in teaching/learning situations</li> <li>• Demonstrated knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Knowledge of basic principles of finance, accounting, and budgeting</li> <li>• Experience in managing and supervising staff</li> <li>• Commitment to working in teams and demonstrated team leadership skills</li> <li>• Detail oriented with strong oral and written communication skills</li> <li>• Strong interpersonal skills</li> <li>• Strong organizational and documentation skills</li> <li>• Understanding of early childhood evaluation observations, and assessments for both teachers and children</li> <li>• Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable</li> </ul>	
	Manager, Family Engagement	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in early childhood education or related field from accredited institution, with three years management experience</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of three years working in child care and/or parent education experience</li> <li>• Comprehensive knowledge of parenting services and related resources</li> <li>• Strong oral and written communication skills</li> <li>• Experience in managing and supervising staff</li> <li>• Knowledge of basic principles of finance, accounting, and budgeting</li> <li>• Commitment to working in teams and demonstrated team leadership skills</li> <li>• Detail oriented with strong oral and written communication skills</li> <li>• Strong interpersonal skills</li> <li>• Strong organizational and documentation skills</li> <li>• Detail oriented with strong oral and written communication skills</li> <li>• Strong interpersonal skills</li> <li>• Strong organizational and documentation skills</li> <li>• Knowledge of child development</li> <li>• Knowledge of adult learning theories</li> <li>• Knowledge of child care licensing standards</li> <li>• Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable</li> </ul>	\$54,279 - \$81,419
	Manager, Mentors	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development,</li> </ul>	\$54,279 - \$81,419

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>special education, child psychology, educational psychology, elementary education, or family consumer science, or</p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development.</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of five years of experience working in an early childhood setting</li> <li>• Conversational fluency in English/Spanish is a plus</li> <li>• Ability to work collaboratively with adults in teaching/learning situations</li> <li>• Demonstrated knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Experience in managing and supervising staff</li> <li>• Knowledge of basic principles of finance, accounting, and budgeting</li> <li>• Commitment to working in teams and demonstrated team leadership skills</li> <li>• Detail oriented with strong oral and written communication skills</li> <li>• Strong interpersonal skills</li> <li>• Strong organizational and documentation skills</li> <li>• Understanding of early childhood evaluation observations, and assessments for both teachers and children</li> <li>• Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable</li> </ul>	
	Professional Development Coordinator	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Associates degree preferred; High school diploma or GED required</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of five (5) years of experience in administrative support or similar work</li> <li>• Experience working in or with early childhood programs</li> <li>• Knowledge of college and university systems and financial aid process</li> <li>• Excellent computer skills and strong working knowledge of Microsoft Office software</li> <li>• A high degree of personal initiative and exercises good judgment in evaluating situations</li> <li>• Well organized, able to coordinate and work on more than one activity at a time</li> <li>• Great coordination and planning skills and the ability to recognize tasks that relate to any given project</li> <li>• Excellent communication skills (written and verbal) with the ability to pay close attention to detail and follow-through</li> <li>• Strong interpersonal skills</li> </ul>	\$33,149 - \$49,724

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Ability to exercise good judgment, diplomacy and discretion in performing tasks</li> <li>• Ability to speak Spanish a plus</li> </ul>	
	Program Business Analyst	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Associate's Degree (Bachelor's in Business Administration preferred)</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Strong ability to follow instructions and detail orientation</li> <li>• Highly organized and disciplined in following processes and procedures</li> <li>• Fast paced, accurate, and thorough</li> <li>• Two-years of experience in processing and review of expense transactions and budget monitoring</li> <li>• Working knowledge in preparing electronic forms and checklists</li> <li>• Excellent written and oral communication skills</li> <li>• Strong interpersonal skills</li> <li>• Creativity and flexibility</li> <li>• Works well independently and as a part of a team</li> </ul>	\$42,887 - \$64,331
	Senior Administrative Coordinator	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Associates degree or business training preferred; High school diploma or GED required</li> </ul> <b>Minimum Skills and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of five years' experience in administrative support or similar work</li> <li>• Excellent computer skills and strong working knowledge of Microsoft Office software (Word, Excel, Power Point, Access, Outlook)</li> <li>• A high degree of personal initiative and exercises good judgment in evaluating situations</li> <li>• Well organized, able to coordinate and work on more than one activity at a time</li> <li>• Great coordination and planning skills and the ability to recognize tasks that relate to any given project</li> <li>• Excellent communication skills (written and verbal) with the ability to pay close attention to detail and follow-through</li> <li>• Strong interpersonal skills</li> <li>• Ability to exercise good judgment, diplomacy and discretion in performing tasks</li> </ul>	\$33,149 - \$49,724
	Senior Early Childhood Mentor	<b>Minimum Education</b> <ul style="list-style-type: none"> <li>• Master's degree in early childhood education, curriculum and instruction or educational leadership preferred.</li> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or</li> </ul>	\$42,890 - \$64,334

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>family consumer science with at least 12 credit hours in child development.</p> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Exceptional interpersonal skills with the ability to relate one-on-one and in groups with confidence and poise</li> <li>• Ability to provide critical and constructive feedback to effect immediate change</li> <li>• Highly analytical, able to interpret data and weigh multiple options to draw sound conclusions and make informed recommendations</li> <li>• Strong communicator; ability to write clearly and analytically, and able to evidence support</li> <li>• A problem solver with the ability to prioritize</li> <li>• Ability to model research-based teaching strategies</li> <li>• Highly organized and adaptable; able to support and manage a caseload of multiple types of childcare centers</li> <li>• Self-starter, flexible, and possessing the ability to adapt and adjust quickly to changing situations</li> <li>• Conversational fluency in English/Spanish is a plus</li> </ul>	
	Senior Director, Strategic Growth Initiatives	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in early childhood education or related field, Master's degree preferred</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of five years direct work experience in a management/administration position</li> <li>• Proven track record in management/administration</li> <li>• Experience in budget development and oversight</li> <li>• Experience developing and managing child care quality improvement programs</li> <li>• Ability to exercise independent judgment, diplomacy and respect confidentiality in performing task</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Experience in managing and supervising staff</li> <li>• Commitment to working in teams and demonstrated team leadership skills</li> <li>• Detail oriented with strong oral and written communication skills</li> <li>• Strong interpersonal skills</li> <li>• Strong organizational and documentation skills</li> <li>• Ability to relate to individuals from culturally diverse backgrounds</li> <li>• Creative, flexible and persistent in completing tasks</li> <li>• Demonstrated ability to handle multiple tasks at one time</li> <li>• Strong initiative; ability to work independently</li> <li>• Understanding of early childhood evaluations, observations, and assessments for both teachers and children</li> <li>• Familiarity with community resources</li> </ul>	\$87,357 - \$139,772

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data into program databases</li> <li>• Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication</li> </ul>	
	Senior Manager, Assessors	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science, or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development.</li> </ul> <p>Master's degree preferred</p> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of five years of experience working in an early childhood setting</li> <li>• Conversational fluency in English/Spanish is a plus</li> <li>• Ability to work collaboratively with adults in teaching/learning situations</li> <li>• Experience in managing and supervising staff</li> <li>• Commitment to working in teams and demonstrated team leadership skills</li> <li>• Demonstrated knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines</li> <li>• Knowledge of best practices in early childhood education</li> <li>• Knowledge of basic principles of finance, accounting, and budgeting</li> </ul>	\$61,064 - \$91,596
	Senior Manager, Curriculum and Instructional Design	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science.</li> <li>• Master's degree, preferably in education or curriculum and instruction</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum five (5) years of work experience in an early childhood setting</li> <li>• One-three (1-3) years educational leadership experience</li> <li>• Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative</li> <li>• Ability to communicate ideas and information clearly and completely, orally and in writing</li> <li>• High level of organization and presentation skills, detail</li> </ul>	\$61,064 - \$91,596

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>orientation, accuracy and completeness in record keeping, and documentation creation and editing in all assigned areas of responsibility</p> <ul style="list-style-type: none"> <li>• Ability to work with multi-cultural, diverse client base in an unbiased, fair manner</li> <li>• Experience in managing and supervising staff</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality</li> <li>• Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management</li> <li>• Demonstrated commitment to continuous learning</li> </ul>	
	Senior Manager, Family Engagement	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in early childhood education or related field from accredited institution, with three years management experience, Master's preferred</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of three years working in child care and/or parent education experience</li> <li>• Comprehensive knowledge of parenting services and related resources</li> <li>• Knowledge of basic principles of finance, accounting, and budgeting</li> <li>• Comprehensive knowledge of parenting services and related resources</li> <li>• Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative</li> <li>• Experience in managing and supervising staff</li> <li>• Ability to communicate ideas and information clearly and completely, orally and in writing</li> <li>• High level of organization and presentation skills, detail orientation</li> </ul>	\$61,064 - \$91,596
	Senior Manager, Program Strategy and Implementation	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; Master's degree preferred</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum five (5) years of work experience in an early childhood setting</li> </ul>	\$61,064 - \$91,596



## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<ul style="list-style-type: none"> <li>• Prior experience working with adults in teaching/learning situations</li> <li>• Knowledge of best practices in early childhood education; including evaluation observations and assessments for teachers and children</li> <li>• Ability to research, compile and summarize a variety of informational, anecdotal and statistical data</li> <li>• Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative</li> <li>• Ability to communicate ideas and information clearly and completely, orally and in writing</li> <li>• High level of organization and presentation skills, detail orientation, accuracy and completeness in record keeping, and documentation creation and editing in all assigned areas of responsibility</li> <li>• Ability to work with multi-cultural, diverse client base in an unbiased, fair manner</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality</li> <li>• Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management</li> <li>• Demonstrated commitment to continuous learning</li> </ul>	
	Senior Manager, Research and Evaluation	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or</li> <li>• Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; Master's degree preferred</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum five (5) years of work experience in an early childhood setting</li> <li>• Prior experience working with adults in teaching/learning situations</li> <li>• Knowledge of best practices in early childhood education; including evaluation observations and assessments for teachers and children</li> <li>• Strong interest in and familiarity with applied research, policy analysis, organizational learning, program design and evaluation</li> <li>• Ability to research, compile and summarize a variety of informational, anecdotal and statistical data</li> <li>• Demonstrated team orientation and leadership skills, as well as</li> </ul>	\$61,064 - \$91,596

## Office Staffing Table

Number positions	Job Title	Minimum Qualifications	Pay
		<p>ability to perform duties with minimal supervision and high degree of personal initiative</p> <ul style="list-style-type: none"> <li>• Ability to communicate ideas and information clearly and completely, orally and in writing</li> <li>• High level of organization and presentation skills, detail orientation, accuracy and completeness in record keeping, and documentation creation and editing in all assigned areas of responsibility</li> <li>• Ability to work with multi-cultural, diverse client base in an unbiased, fair manner</li> <li>• Possess good judgment in evaluating situations and recommending solutions</li> <li>• Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality</li> <li>• Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management</li> <li>• Demonstrated commitment to continuous learning</li> </ul>	
	Senior Program Data Analyst	<p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree required</li> </ul> <p><b>Minimum Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Strong proficiency with computer skills including knowledge of data management systems, including Efforts to Outcomes (preferred) or other related system platforms.</li> <li>• Two-years of experience managing databases (education or social service database management preferred)</li> <li>• Two-years of experience working in the education field or social services preferred</li> <li>• Ability to understand and organize complex data utilizing database software systems</li> <li>• Ability to develop and present ideas effectively</li> <li>• Excellent written and oral communication skills</li> <li>• Strong interpersonal skills</li> <li>• Creativity and flexibility</li> <li>• Demonstrated ability to handle multiple tasks at one time</li> <li>• Excellent organizational and analytical skills.</li> <li>• Strong attention to detail</li> <li>• Ability to work collaboratively with a range of staff across programs and levels (from direct service staff to organization leadership)</li> <li>• Expertise in Microsoft Word and Excel</li> <li>• Works well independently and as a part of a team</li> </ul>	\$54,279 - \$81,419