

Early Education and Care Quality Staffing Table

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

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<p>creation and editing in all assigned areas of responsibility</p> <ul style="list-style-type: none"> • Ability to work with multi-cultural, diverse client base in an unbiased, fair manner • Possess good judgment in evaluating situations and recommending solutions • Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality • Effective interpersonal and management skills, including diplomacy and influencing skills • Strong initiative; ability to work independently, flexibility • Consensus building skills 	
Community Outreach Specialist	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's degree in early childhood education or related field from accredited institution (significant related social service experience may substitute for education) • Successful completion or certification of any evidenced-based parenting education program a plus, but not required <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum one year experience working in a human services or teaching position • Knowledge of child development • Communicate ideas and information clearly and completely • Dedicated customer service orientation and exchanges with clients and staff • Demonstrated interviewing, assessment and problem solving skills • Demonstrate organizational skills and orientation to detail in record keeping, updating, word processing and other areas of responsibility • Demonstrated knowledge of Microsoft Word, Excel and comfortable using e-mail • Ability to use internet for research • Work with diverse client base in an unbiased and just manner • Ability to perform duties with minimal supervision, high degree of personal initiative and exercise good judgment in evaluating situations that arise • Flexibility in response and approach to project assignments • Commitment to working in teams and demonstrate leadership skills • Maintain expected quality of work while managing multiple tasks, setting priorities • Experience in training parents and knowledge of training methods/techniques and adult learning theory preferred 	\$38,122 - \$57,183
Controller/(Program Operations Analyst)	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting required; advanced Accounting degree preferred • CPA preferred <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • 10+ years of senior financial management experience with at least 7 years managing an Accounting Department • Mastery of finance, accounting, budgeting, and cost control principles including thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting 	\$81,660 - \$130,656

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • A strong understanding of finance and accounting practices relating to donor and grants management preferred • Demonstrated annual budget and audit preparation experience • Experience in determining project feasibility and costing of services preferred • Proficiency in clearly communicating information about finances and accounting issues to non-accountants and individuals with varying levels of financial expertise • Significant experience with allocations of shared costs preferred • Strong quantitative analysis capabilities, with the ability to read, analyze, interpret and explain complex financial data • Familiarity with specialized non-profit industry accounting practices, reporting requirements and procedures preferred. • Possess strong financial acumen to produce and maintain accurate financial records and prepare clear and accurate reports for informational, auditing, and operational use • Mastery of finance, accounting, budgeting, and cost control principles including thorough understanding of generally accepted accounting principles (GAAP), internal controls and financial reporting • A strong understanding of finance and accounting practices relating to donor and grants management preferred 	
Curriculum and Instructional Design Specialist	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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 • 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. <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years of experience in a leadership role • Minimum of 3 years of experience working in an early childhood setting • Ability to work in teams with demonstrated leadership skills • Knowledge and understanding of developmentally appropriate practices • Knowledge of training methods/techniques and adult learning theory • Demonstrated ability to problem solve and handle multiple tasks at one time • Possess strong interpersonal skills, creativity and flexibility • Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Ability to speak Spanish, Vietnamese or Chinese a plus 	\$42,887 - \$64,331

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
Director, Curriculum Design & Innovation	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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. • Master's degree, preferably in education or curriculum and instruction <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Minimum five (5) years of work experience in an early childhood setting • One-three (1-3) years educational leadership experience • Bilingual fluency in English and Spanish (or other language) an asset • Prior leadership experience in guiding and directing staff • Demonstrated experience in communication to clearly explain curriculum and instruction trends to stakeholders • Demonstrated decision-making experience in making informed choices about instructional methods and curriculum materials • Possess analytical thinking and the ability to evaluate student performance data, teaching strategies, and curriculum materials, and then make recommendations based on the analysis 	\$75,963 - \$121,541
Director, Mentors	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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. • 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 in Early Childhood Education or Educational Leadership preferred. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Minimum of five years of working in an early childhood setting with at least three years in leadership • Conversational fluency in English/Spanish is a plus • Ability to work collaboratively with adults in teaching/learning situations • Knowledge of Texas Minimum Standards, NAEYC Professional • Development Standards, Texas Core Competencies, and Early Learning Guidelines • Knowledge of best practices in early childhood education • Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients) • Knowledge of basic principles of finance, accounting, and budgeting 	\$75,963 - \$121,541
Director, Programs and Grant Compliance	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in early childhood education or related field, Master's preferred <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of five years direct work experience in management/administration position • Ability to communicate ideas and information clearly and completely, orally and in writing 	\$68,697 - \$103,045

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • 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 • Ability to work with multi-cultural, diverse client base in an unbiased, fair manner • Possess good judgment in evaluating situations and recommending solutions • Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management • Demonstrated commitment to continuous learning • High level of computer proficiency in work-processing, database and spreadsheet software • Strong oral and written communication skills • Ability to proofread and edit written documents • A high degree of person initiative and exercises good judgment in evaluating situation as they arise • Ability to manage multiple task, set priorities, work efficiently an defectively, meet deadlines an give and except feedback 	
Early Childhood Assessor	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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; • 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 • 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. <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of one year working in an early childhood setting • Conversational fluency in English/Spanish is a plus • Ability to work collaboratively with adults in teaching/learning situations • Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Knowledge of best practices in early childhood education • Ability to relate to individuals from culturally diverse backgrounds • Above average oral and written communication skills • Engaging and approachable interpersonal style • Demonstrated ability to handle multiple tasks simultaneously • Possess aptitude for interpersonal relationship-building • Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients) • Possess critical thinking skills to grasp instructions quickly and to anticipate and take appropriate action in varying circumstances 	\$38,122 - \$57,183

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • Possess good judgment in evaluating situations and recommending solutions • Creative, flexible, and persistent in completing tasks • Possess initiative and the ability to balance competing project demands with quality outcomes • Ability to work well within a team and independently • Demonstrated organizational skills, high level attention to detail, accuracy and completeness in record keeping and other documentation 	
Early Childhood Mentor	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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 • 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. <p>Minimum Skills and Experience</p> <p>Minimum of one year working in an early childhood setting</p> <ul style="list-style-type: none"> • Conversational fluency in English/Spanish is a plus • Ability to work collaboratively with adults in teaching/learning situations • Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Knowledge of best practices in early childhood education • Ability to relate to individuals from culturally diverse backgrounds • Above average oral and written communication skills • Engaging and approachable interpersonal style • Demonstrated ability to handle multiple tasks simultaneously • Possess aptitude for interpersonal relationship-building • Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients) 	\$38,122 - \$57,183
Family Support Specialist	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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; • 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 • Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary 	\$38,122 - \$57,183

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Job Title	Minimum Qualifications	Pay
	<p>education, or family consumer science with two years of experience as a director in an early childhood program.</p> <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of one (1) year working in human services or an early childhood setting • Ability to work with adults in teaching/learning situations • Bi-lingual language fluency in English/Spanish strongly preferred; English/Chinese or English/Arabic helpful • Commitment to working in teams and demonstrated team leadership skills • Strong oral and written communication skills • Strong interpersonal skills, including coaching/mentoring, conflict management and collaboration • Strong organizational and documentation skills • Engaging and approachable interpersonal style • Ability to relate to individuals from culturally diverse backgrounds • Creative, flexible and persistent in completing assignments • Demonstrated drive and ability to work independently, as well as effectively within a team • Dedicated customer service orientation and responsiveness to internal and external customers (staff and clients) • Possess critical thinking skills to grasp instructions quickly and to anticipate and take appropriate action in varying circumstances • Possess good judgment in evaluating situations and recommending solutions • Possess initiative and the ability to balance competing project demands with quality outcomes • Demonstrated commitment to continuous learning 	
Lead Accountant Accounting Specialist	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting required. <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Minimum of 5 years of accounting experience; non-profit preferred • 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. • Ability to interpret and apply accounting guidance • Strong experience in reconciling General Ledger accounts • Focus on areas of potential automation and develop clear and precise processes • Ability to balance multiple projects, prioritize and adhere to time-sensitive deadlines • Must have a leadership mentality and be able to work with minimal supervision • Must be a critical thinker who looks for solutions to complex situations • Requires a high level of confidentiality, an above-average level of flexibility, dependability, and sound judgment • Demonstrated change agent who is able to mentor and facilitate new processes 	\$54,279 - \$81,419

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Job Title	Minimum Qualifications	Pay
Lead Curriculum Specialist	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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; • 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 • 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. <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years of experience in a leadership role • Minimum of 3 years of experience working in an early childhood setting • Ability to work in teams with demonstrated leadership skills • Knowledge and understanding of developmentally appropriate practices • Knowledge of training methods/techniques and adult learning theory • Demonstrated ability to problem solve and handle multiple tasks at one time • Possess strong interpersonal skills, creativity and flexibility • Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Ability to speak Spanish, Vietnamese or Chinese a plus 	\$48,248 - \$72,372
Lead Early Childhood Assessor	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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 • 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. <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years of experience in a leadership role • Minimum of 3 years of experience working in an early childhood setting • Ability to work in teams with demonstrated leadership skills • Knowledge and understanding of developmentally appropriate practices • Knowledge of training methods/techniques and adult learning theory • Demonstrated ability to problem solve and handle multiple tasks at one 	\$42,887 - \$64,331

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<p>time</p> <ul style="list-style-type: none"> • Possess strong interpersonal skills, creativity and flexibility • Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Ability to speak Spanish, Vietnamese or Chinese a plus 	
Lead Early Childhood Mentor	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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 • 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. <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years of experience in a leadership role • Minimum of 3 years of experience working in an early childhood setting • Ability to work in teams with demonstrated leadership skills • Knowledge and understanding of developmentally appropriate practices • Knowledge of training methods/techniques and adult learning theory • Demonstrated ability to problem solve and handle multiple tasks at one time • Possess strong interpersonal skills, creativity and flexibility • Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Ability to speak Spanish, Vietnamese or Chinese a plus • Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable 	\$42,887 - \$ 64,331
Manager, Assessors	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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. <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of three years working in an early childhood setting • Conversational fluency in English/Spanish is a plus • Ability to work collaboratively with adults in teaching/learning situations 	\$54,279 - \$81,419

Early Education and Care Quality Staffing Table

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

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • Conversational fluency in English/Spanish is a plus • Ability to work collaboratively with adults in teaching/learning situations • Demonstrated knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Knowledge of best practices in early childhood education • Experience in managing and supervising staff • Knowledge of basic principles of finance, accounting, and budgeting • Commitment to working in teams and demonstrated team leadership skills • Detail oriented with strong oral and written communication skills • Strong interpersonal skills • Strong organizational and documentation skills • Understanding of early childhood evaluation observations, and assessments for both teachers and children • Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable 	
Professional Development Coordinator	<p>Minimum Education</p> <ul style="list-style-type: none"> • Associates degree preferred; High school diploma or GED required <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of five (5) years of experience in administrative support or similar work • Experience working in or with early childhood programs • Knowledge of college and university systems and financial aid process • Excellent computer skills and strong working knowledge of Microsoft Office software • A high degree of personal initiative and exercises good judgment in evaluating situations • Well organized, able to coordinate and work on more than one activity at a time • Great coordination and planning skills and the ability to recognize tasks that relate to any given project • Excellent communication skills (written and verbal) with the ability to pay close attention to detail and follow-through • Strong interpersonal skills • Ability to exercise good judgment, diplomacy and discretion in performing tasks • Ability to speak Spanish a plus 	\$33,149 - \$49,724
Program Business Analyst	<p>Minimum Education</p> <ul style="list-style-type: none"> • Associate's Degree (Bachelor's in Business Administration preferred) <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Strong ability to follow instructions and detail orientation • Highly organized and disciplined in following processes and procedures • Fast paced, accurate, and thorough • Two-years of experience in processing and review of expense transactions and budget monitoring • Working knowledge in preparing electronic forms and checklists • Excellent written and oral communication skills • Strong interpersonal skills • Creativity and flexibility • Works well independently and as a part of a team 	\$42,887 - \$64,331

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
Senior Administrative Coordinator	<p>Minimum Education</p> <ul style="list-style-type: none"> • Associates degree or business training preferred; High school diploma or GED required <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of five years' experience in administrative support or similar work • Excellent computer skills and strong working knowledge of Microsoft Office software (Word, Excel, Power Point, Access, Outlook) • A high degree of personal initiative and exercises good judgment in evaluating situations • Well organized, able to coordinate and work on more than one activity at a time • Great coordination and planning skills and the ability to recognize tasks that relate to any given project • Excellent communication skills (written and verbal) with the ability to pay close attention to detail and follow-through • Strong interpersonal skills • Ability to exercise good judgment, diplomacy and discretion in performing tasks 	\$33,149 - \$49,724
Senior Director, Strategic Growth Initiatives	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in early childhood education or related field, Master's degree preferred <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of five years direct work experience in a management/administration position • Proven track record in management/administration • Experience in budget development and oversight • Experience developing and managing child care quality improvement programs • Ability to exercise independent judgment, diplomacy and respect confidentiality in performing task • Knowledge of best practices in early childhood education • Experience in managing and supervising staff • Commitment to working in teams and demonstrated team leadership skills • Detail oriented with strong oral and written communication skills • Strong interpersonal skills • Strong organizational and documentation skills • Ability to relate to individuals from culturally diverse backgrounds • Creative, flexible and persistent in completing tasks • Demonstrated ability to handle multiple tasks at one time • Strong initiative; ability to work independently • Understanding of early childhood evaluations, observations, and assessments for both teachers and children • Familiarity with community resources • Demonstrated knowledge of Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data into program databases 	\$87,357 - \$139,772

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication 	
Senior Manager, Assessors	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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. <p>Master's degree preferred</p> <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of five years of experience working in an early childhood setting • Conversational fluency in English/Spanish is a plus • Ability to work collaboratively with adults in teaching/learning situations • Experience in managing and supervising staff • Commitment to working in teams and demonstrated team leadership skills • Demonstrated knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines • Knowledge of best practices in early childhood education • Knowledge of basic principles of finance, accounting, and budgeting 	\$61,064 - \$91,596
Senior Manager, Curriculum and Instructional Design	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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. • Master's degree, preferably in education or curriculum and instruction <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum five (5) years of work experience in an early childhood setting • One-three (1-3) years educational leadership experience • Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative • Ability to communicate ideas and information clearly and completely, orally and in writing • 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 • Ability to work with multi-cultural, diverse client base in an unbiased, fair manner • Experience in managing and supervising staff • Possess good judgment in evaluating situations and recommending solutions 	\$61,064 - \$91,596

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality • Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management • Demonstrated commitment to continuous learning 	
Senior Manager, Family Engagement	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's degree in early childhood education or related field from accredited institution, with three years management experience, Master's preferred <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum of three years working in child care and/or parent education experience • Comprehensive knowledge of parenting services and related resources • Knowledge of basic principles of finance, accounting, and budgeting • Comprehensive knowledge of parenting services and related resources • Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative • Experience in managing and supervising staff • Ability to communicate ideas and information clearly and completely, orally and in writing • High level of organization and presentation skills, detail orientation 	\$61,064 - \$91,596
Senior Manager, Program Strategy and Implementation	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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 <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum five (5) years of work experience in an early childhood setting • Prior experience working with adults in teaching/learning situations • Knowledge of best practices in early childhood education; including evaluation observations and assessments for teachers and children • Ability to research, compile and summarize a variety of informational, anecdotal and statistical data • Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative • Ability to communicate ideas and information clearly and completely, orally and in writing • 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 	\$61,064 - \$91,596

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<ul style="list-style-type: none"> • Ability to work with multi-cultural, diverse client base in an unbiased, fair manner • Possess good judgment in evaluating situations and recommending solutions • Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality • Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management • Demonstrated commitment to continuous learning 	
Senior Manager, Research and Evaluation	<p>Minimum Education</p> <ul style="list-style-type: none"> • 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 • 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 <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Minimum five (5) years of work experience in an early childhood setting • Prior experience working with adults in teaching/learning situations • Knowledge of best practices in early childhood education; including evaluation observations and assessments for teachers and children • Strong interest in and familiarity with applied research, policy analysis, organizational learning, program design and evaluation • Ability to research, compile and summarize a variety of informational, anecdotal and statistical data • Demonstrated team orientation and leadership skills, as well as ability to perform duties with minimal supervision and high degree of personal initiative • Ability to communicate ideas and information clearly and completely, orally and in writing • 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 • Ability to work with multi-cultural, diverse client base in an unbiased, fair manner • Possess good judgment in evaluating situations and recommending solutions • Ability to balance time-sensitive priorities and multiple projects and tasks while maintaining a high level of quality • Strong interpersonal skills and possess the ability to effectively cultivate and manage collaborative relationships, as well as conflict management • Demonstrated commitment to continuous learning 	\$61,064 - \$91,596
Senior Program Data Analyst	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor's Degree required <p>Minimum Skills and Experience</p> <ul style="list-style-type: none"> • Strong proficiency with computer skills including knowledge of data management systems, including Efforts to Outcomes (preferred) or other 	\$54,279 - \$81,419

Early Education and Care Quality Staffing Table

Job Title	Minimum Qualifications	Pay
	<p>related system platforms.</p> <ul style="list-style-type: none"> • Two-years of experience managing databases (education or social service database management preferred) • Two-years of experience working in the education field or social services preferred • Ability to understand and organize complex data utilizing database software systems • Ability to develop and present ideas effectively • Excellent written and oral communication skills • Strong interpersonal skills • Creativity and flexibility • Demonstrated ability to handle multiple tasks at one time • Excellent organizational and analytical skills. • Strong attention to detail • Ability to work collaboratively with a range of staff across programs and levels (from direct service staff to organization leadership) • Expertise in Microsoft Word and Excel • Works well independently and as a part of a team 	

Please list the positions you propose for the Collaborative for Children Office.

Please complete the table above with the pay range for staff who will hold these positions in your organization.