



Head Start Program Design Consultant

\$6815 to \$8442 Monthly

Insurance:

Paid premiums for your choice of several medical, dental, vision, and life insurance plans

To learn more, visit: www.lacoe.edu

**We Accept Online
Applications Only**

Apply by:

9/28/2009

Retirement:

Defined Benefit, Public Employee's Retirement System (PERS), 2.5% @ 55

Paid Time Off:

24 days vacation to start.
14 holidays. 12 illness days.

This eligibility list will be merged with a pre-existing eligibility list for this exam, and will expire on the same date as the pre-existing eligibility list.

Los Angeles County Office of Education (LACOE) invites qualified candidates to apply for the **Head Start Program Design Consultant** position.

The Head Start Program Design Consultant is a permanent, full time position that provides monitoring and support services to delegate agencies to improve program design and management of program outcomes for children and families enrolled in the Early Head Start and/or Head Start program.

Competency Profile

Highly qualified candidates will possess knowledge of:

- State and federal laws and regulations governing Head Start and State Preschool
- Principles and techniques of organizational and program development
- Methods and techniques of strategic planning and analysis, needs analysis, organizational analysis, and performance analysis
- Principles and techniques of organization, administration, and human resources management
- Group dynamics, morale building and team leadership techniques;
- Data collection techniques
- Computer software as related to report writing, record keeping and data analysis
- Principles of implementing diversity in the workplace

Highly qualified candidates will have the ability to:

- Provide effective integration of management systems and program services
- Provide technical assistance and consultation
- Design and implement program assessment procedures
- Analyze and evaluate administrative, organizational, systems, and financial management problems
- Prepare and conduct effective training programs
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

For a complete job description go to www.personnelcommission.com

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (562) 803-8360 for more information.

LACOE is a premier provider of integrated educational programs and services from birth to adulthood.

The Los Angeles County Office of Education is dedicated to equal employment opportunity and fosters a workforce that embraces and reflects the rich diversity of Los Angeles County.

Required Education and Experience (must be met by 9/28/2009)

Education: A bachelor's degree in public administration, business administration, early childhood education, child development, social services or a closely related field from an institution of higher learning accredited by a regional accrediting organization recognized by the Council of Higher Education Accreditation. **In order to be considered for this position, degree verification must be submitted in the form of transcripts or a copy of your diploma. This documentation may be scanned and attached with your online application or brought in on the interview date.**

Experience: Four years of experience providing program development services (ie. creating program policies and procedures, overseeing program services, ensuring adherence to program requirements, and identifying external resources and partnership opportunities) AND organizational consulting services (ie. working with governing bodies, fiscal/budgetary requirements, strategic planning, human resources management, quality assurance systems and the development and implementation of communication and reporting systems) within an early childhood educational or early childhood social services organization OR two years of directly related experience providing program development, organizational consulting, and training services to multiple Head Start agencies.

Notes: A valid California driver's license and the availability of private transportation or the ability to provide transportation between job sites is required.

Selection Process

This selection process shall be open to employees and the public resulting in one integrated eligibility list (open recruitment). Candidates who want to participate in this examination must complete an online application to the Personnel Commission. For candidates who meet the minimum qualifications, the selection process will consist of an online Training and Experience Evaluation, a Writing Project, and an oral interview, which is tentatively scheduled for November.

Selection and promotion are based on a competitive examination process. Candidates who pass all exam parts are ranked according to overall exam score and placed on an eligibility (hiring) list. Vacant positions are filled from the top three ranks. Some positions that involve public contact may require bilingual proficiency for which selective certification may apply (Education Code 45277.5). In addition, the eligibility list resulting from this examination may be used to fill vacancies in related job classifications for which no eligibility list exists (Education Code 45272). Veterans' Credit may be awarded for entry jobs.

To Apply

Apply online at www.personnelcommission.com

1) Follow the above link. 2) Create a User ID and password if you haven't already done so. 3) Log in. 4) Create or update your MASTER PROFILE. 5) Complete the QUESTIONNAIRE(S) if provided. 6) Submit the application. Resumes are not accepted in place of a completed application.

LACOE Personnel Commission, 9300 Imperial Hwy, EC-Annex, Downey, CA 90242
(M-F 8:00am-5:00pm)

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.

Application Deadline is 9/28/2009