

CENTER DIRECTOR/HEAD START FAMILY ADVOCATE
Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Reliable employee seeking a position. Offering excellent communication and good judgment. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Conscientious individual with the ability to multitask and liaise between families and programs to build relationships that support ongoing development and education. A respectful Family Advocate offering case management and crisis intervention skills.

Skills

Have Directors Credential .

- Relationship building
- Parental training
- Effective communication
- Family advocacy
- Family services
- Leadership
- Planning and Coordination
- Good listening skills
- Community Resources

Work History

01/2020 to Current

Center Director/Head Start Family Advocate Company Name " City , State

- Collaborated with families to assist in growth, development and education to increase potential.
- Identified available community resources and programs for families of disabled children.
- Visited homes of families and maintained appropriate contact as directed by agency procedures.
- Observed security measures to maintain confidentiality and restrict access by unauthorized individuals.
- Built solid and trusting rapport with children and families, fostering trust and communication to meet case needs.
- Interviewed individuals and families to assess needs and provide informational resources.
- Carried out day-day-day duties accurately and efficiently.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Kept facility in compliance with all applicable standards and laws.
- Rewarded, coached, counseled and disciplined employees.
- Conducted regular staff meetings to obtain feedback on important issues.
- Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.
- Eased team transitions and new employee orientation through effective training and development.
- Supervised daily operations.
- Managed 14 Employees.

07/2019 to 12/2019

Center Director/Head Start Family Advocate Company Name " City , State

- Collaborated with families to assist in growth, development and education to increase potential.
- Identified available community resources and programs for families of disabled children.
- Visited homes of families and maintained appropriate contact as directed by agency procedures.
- Built solid and trusting rapport with children and families, fostering trust and communication to meet case needs.
- Interviewed individuals and families to assess needs and provide informational resources.
- Carried out day-day-day duties accurately and efficiently.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Completed home welfare checks to align with state and program guidelines.
- Recruited and developed solid team of professionals to care for up to 96 children each day.
- Monitored over 17 employees' day-to-day activities and made plans to rectify any issues .

10/2014 to 07/2019

Head Start Family Advocate Company Name " City , State

- Collaborated with families to assist in growth, development and education to increase potential.
- Identified available community resources and programs for families of disabled children.
- Visited homes of families and maintained appropriate contact as directed by agency procedures.
- Built solid and trusting rapport with children and families, fostering trust and communication to meet case needs.
- Documented data and completed accurate updates to case records.
- Completed home welfare checks to align with state and program guidelines.
- Carried out day-day-day duties accurately and efficiently.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

08/2009 to 10/2014

Assistant Teacher Company Name " City , State

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.

- Delivered group teaching in classroom setting and implemented individual student support.
- Worked with teachers to design lesson plans and coordinate activities for classes, consistently noting successful ideas and identifying areas for improvement.
- Pursued professional development opportunities to cultivate further understanding of considerations governing productive learning environments.
- Performed staff monitoring duties such as overseeing recess, lunch and daily student intake and dismissal.
- Kept records of student progress for teachers and parents, including details such as behavior, grades, comprehension and personal growth.
- Took over class for regular classroom teacher, managing assignments, student needs and recordkeeping.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Completed daily reports, meal count sheets and attendance logs.
- Worked under direction of licensed teacher in and outside of classroom.

Education

2014

CDA : Child Development

Online/Coach Based - City

05/1981

High School Diploma

Mcalester High School - City , State