Head Start Birth to Five Education Coordinator

Pro Action is seeking a dedicated, highly motivated individual to coordinate and provide support services to site supervisors and Head Start/UPK classrooms throughout Steuben and Yates Counties.

This position is 37.5 hours per week, full year. Benefits of working with us include:

- Medical, dental and vision insurance
- 403B retirement plan with employer contributions
- Generous paid time off, sick leave and 13 paid holidays per year

Responsibilities: The Birth to Five Education Coordinator will assume compliance with Head Start Performance Standards, NYS Office of Children and Family Services Day Care Licensing Regulations and NYS Universal Pre-Kindergarten Regulations. Will coordinate and implement operations and systems for monitoring, evaluating and analyzing data to inform the delivery of the educational services. Will coordinate and facilitate staff development and serve as a liaison between Pro Action Head Start and local School Districts.

Qualifications: A Bachelor's Degree or advanced degree in early childhood education or a bachelors or advanced degree and equivalent coursework in early childhood education with early education teaching experience and/or background in Special Education would be beneficial. Strong verbal and written communication skills and exceptional organizational skills are requirements of this position. A valid driver's license meeting agency standards is required, along with consistent, reliable transportation.

To Apply: Full time position, 37.5 hours per week with full benefits. Apply by sending your letter of interest, resume, employment application and copies of unofficial transcripts by August 16, 2019 to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to: Jobs@proactioninc.org

Pro Action of Steuben and Yates, Inc. is the Community Action Agency for Steuben and Yates Counties, working to combat the causes and conditions of poverty at the local level. We work to build a community of resilient individuals and families who can meet their basic needs, overcome adversity and prosper.

Pro Action of Steuben and Yates, Inc. is an equal opportunity organization. We recruit, employ, train, compensate and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, gender identity, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.