

# **Catholic Charities is opening an Early Head Start Program in Carroll County, serving children ages birth to 3 yrs. old.**

**The following positions are available:**

## **1. Administrative Assistant**

- Part time. (30 hours/week with benefits)
- Day shift
- Associates degree preferred
- 3-4 years related experience

The Administrative Assistant performs all clerical, receptionist and administrative tasks for the Early Head Start Program. Maintains the operation of the office; Types, proofreads, and edits documents; Assists in the preparation of the budget; and performs other administrative duties as needed. AA degree in Business/Clerical Administration field or graduation from a business school with three years of responsible administrative, clerical experience or a combination of education and experience.

## **2. ECE Teacher**

- Full time, 36 hours/week with benefits
- Day shift

Carroll County Early Head Start has positions available for various levels of ECE Teachers. The ECE Teacher manages the classroom, creates a stimulating environment for growth, establishes and maintains a safe learning environment, advances physical and intellectual competence of students, and supports the social and emotional development of students.

Minimum requirement is: AA in Early Childhood Education, or a related degree with coursework that is equivalent to a degree in ECE. Or: a Bachelor's degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.

### **3. Education Coordinator**

- Full time
- Day shift
- Bachelors degree is required
- 1-2 years related experience

The Education Coordinator supervises teaching staff and education activities, provides parent education, and in-service training of education staff. Requires a Bachelors degree in Early Childhood Education or a related degree with coursework that is equivalent to a degree in ECE. College courses must include 3 semester hours or equivalent of approved infant/toddler coursework

One year supervisory experience is preferred and a minimum of 3 years as a preschool classroom teacher. Requires a thorough knowledge of the principles of Early Childhood Education, and the ability to demonstrate teaching techniques to teaching staff and parents. Ability to problem-solve, organize, communicate, and plan/develop positive community relations a must.

### **4. Family Services Coordinator**

- Full time
- Day shift
- High school diploma or equivalent is required
- 2-3 years related experience

The FSC is responsible for developing and implementing Head Start's team approach to the delivery of social services, parent involvement activities and health issues. Identifies and utilizes state and local resources for carrying out the health component of the Head Start program; links the child and the family into an on-going health system and sets up the preliminary screenings (physicals, immunizations and dental checkup) for each child entering the program. Requires High School diploma/GED and at least 2 years employment in working directly with adult groups in the human service area and must have a willingness to continue training. Must be willing and able to accompany the children and parents on field trips. Must remain flexible to the needs of the program including being available for evening meetings as needed. Must have reliable transportation and a current driver's license with no more than three points.

### **5. Family Specialist**

- Full time
- Day shift
- Associates degree is required
- 2-3 years related experience

The Family Specialist is responsible for the home-based child development services provided to families expecting a baby and those who have an infant or toddler in the home. The Family Specialist teaches an educational and supportive curriculum model in the home and at group socialization activities, provides case management and transportation services, conducts home visits, provides pre-natal support and information to expectant parents, refers families to service providers in the community, and serves as a liaison between community agencies and the families. Associate's degree in social services, human development or related field and a minimum of 2 years experience working with infants and toddlers, or an equivalent combination of education and experience. Social work or case management experience preferred. A current MD driver's license with no more than 3 points and reliable transportation required.

## **6. Family Service Coordinator Supervisor**

Full time

- Day/Evening Shift
- Bachelors degree is required
- 2-3 years related experience

Directs and supervises Family Service Coordinators who are responsible for assisting in the development and implementation of component services to Head Start children; and for assuring that the ACYF performance standards are carried out. This includes the areas of family services, parent involvement and health. Assists staff in determining individual family needs and developing a plan with the family to meet identified needs. Works with the Director to facilitate the direct involvement of parents in program planning, implementation and evaluation including decision-making responsibilities and active participation in the program. Bachelor's degree in a Human Services field and two years experience in a social work agency or related field is required; 1 year previous supervisory experience is preferred. Must have the ability to direct the work of others facilitate meetings and remain flexible to the needs of the program including being available for evening meetings as needed. A current MD driver's license with no more than 3 points and reliable transportation required.