

## **EMPLOYMENT OPPORTUNITY FACT SHEET**

**POSITION:** Early Head Start Program Specialist  
**LOCATION:** Malvern Head Start  
**HOURS:** 40 hours per week  
**FULL-TIME:** X **PART-TIME:**  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As soon as possible after deadline  
**SALARY:** \$ 17.38 per Hour

### **JOB DUTIES:**

Assumes the overall responsibility; for the design, coordination and implementation of the infant/toddler program.  
Ensure that children are provided with a learning environment and activities to help them develop physically, socially, emotionally, and cognitively.  
Assure accessibility of appropriate equipment and materials, develop and implement individual education plans and assure access to needed services.  
Establish short and long term goals and objectives and provide two-way communication with Director, Center Director, Specialists, Staff, Parents and Community.  
Assist with the recruitment of children, conduct home visits and work in the classroom as necessary.  
Provide guidance and monitoring of classroom staff, ensuring reporting of assessments and screenings of children are completed in a timely manner, parent/teacher conferences are conducted and information.  
Ensure and implement Federal, State, Head Start/Early Head Start Program performance standards and CADC policies and procedures.  
Other duties as assigned.

**EDUCATION REQUIREMENTS:** Bachelor's Degree w/emphasis in Early Childhood or related field with the required number of early childhood courses required.

**EXPERIENCE NEEDED:** Must have excellent computer and oral / written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. Experience working with infants / toddlers and their families required. Supervisory experience a plus.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.

**DATE OF NOTICE:** 11/02/18

**Remove after:** 11/12/18

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121