



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Education Specialist

POSITION LOCATION: Batavia

HOURS: Mon - Fri, 35 hours / week
(daily schedule to be determined)
46-52 Weeks / Year

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY July 25, 2022

Note: Internal Candidates may respond with a letter of interest and resume.

MAJOR RESPONSIBILITIES

- Assists in oversight, planning, coordination, implementation and evaluation of Early Childhood Education services, in accordance with Head Start Program Performance Standards and NYSOCFS Day Care regulations for Head Start (birth-5) program.
- Provides education staff supervision, training and coaching in areas of responsibility; monitors records; ensures curriculum implementation, ongoing child assessment, weekly classroom planning and parent engagement.
- Works directly with staff, children, families and leadership.
- Typically spends majority of time at designated site supporting classrooms.
- Reports to Education, Disability and Family Services Manager. Coordinates and communicates with all program leadership.

REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's degree in Early Childhood Education or related field with relevant experience
- Demonstrated experience working with young children and their parents
- Proven experience working in leadership role; good organizational skills
- Experience with computers including data software programs
- Successful candidates must be cleared through NYS and federal background checks and pass NYS physical for day care licensing.
- Agency approved driver status and vehicle required.
- COVID-19 vaccinated.

DESIRED QUALIFICATIONS:

- Previous experience and/or knowledge of Head Start program and Creative Curriculum
- Experience with families and agencies in Orleans and/or Genesee counties.