



Human Resources
 98 Austin Street, Patchogue NY 11772

Summary of Open Positions

As of: January 12, 2021
Closing: January 19, 2021

Interested applicants can fax their resume to (631) 758-2953 or Email resumes to humanresources@liheadstart.org Or call (631) 758-5200 for more information.

We offer a competitive salary, comprehensive health benefits, premium free dental, advancement opportunities, educational stipends, 14 paid holidays, retirement plan, and much more. Ask about your "hidden paycheck"

HEAD START JOB POSTING	
Teacher	Amityville
Certified Teacher	Southampton
Quality Assurance Secretary	Central Administration
Finance Secretary	Central Administration
FCP Specialist-Bilingual	Central Administration

EARLY HEAD START JOB POSTING	
Family Educator-Bilingual	Patchogue EHS

EHS-CCP JOB POSTING	
Disabilities Services Consultant- (Birth to 2)	Central Administration



The Best Beginning is a Head Start!

The mission of Long Island Head Start is to provide a comprehensive learning environment to children, respectful of their cultures; and to assist families in reaching self-sufficiency through the combined efforts of parents, community and staff.



98 Austin Street, Patchogue, NY 11772

(T) 631-758-5200 (F) 631-758-2953

JOB ANNOUNCEMENT

Position Title: Teacher
Location: Amityville
Hrs per week: 35

Position Description:

- Provide learning experiences consistent with developmentally appropriate early childhood practices and Head Start philosophies, requirements and performance standards. Plan classroom activities and supervise classroom volunteers. Maintain children's progress records and work closely with the Early Childhood Education Specialist.

Requirements:

- **Minimum:** An Associate's Degree in Early Child Development plus three (3) years teaching children (preferably preschool children in a pre-school setting).
- **Preferred:** A Master's degree in Early Childhood Education, with one (1) year experience teaching children (preferably preschool children in a pre-school setting). NYS Certification preferred. Or, a Bachelor's Degree in Early Childhood Education with two (2) years experience teaching children (preferably preschool children in a pre-school setting).

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Long Island Head Start provides comprehensive early childhood education, health, nutrition, and parent involvement services to low-income and at-risk children and their families. We have 24 Head Start & Early Head Start Centers throughout Long Island.

Long Island Head Start offers a competitive and comprehensive benefits package: competitive salary, employer paid dental, multiple medical plan options with low employee contribution rates, employer matching retirement savings plan, paid holidays, sick days, and personal days, paid summer furlough*, education stipends and early, education release time, E.I.P. program, and much, much more!



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(T) 631-758-5200 (F) 631-758-2953

JOB ANNOUNCEMENT

Position Title: EHS-CCP Disabilities Services Consultant (Birth to 2)
Location: Central Administration
Hrs per week: TBD

Position Description:

- Long Island Head Start is now seeking a skilled, caring, and reliable Disabilities Services consultant to make a difference in the lives of our children. This individual will work at various Early Head Start Childcare Partnership locations to provide Disability services including observation, assessment and written behavior treatment plans as well as follow-up. Also, includes meeting with staff and families, when required.
- This position requires strong communication, interpersonal, and problem-solving skills with the ability to interact effectively with a wide range of administrators. Demonstrated critical thinking and leadership skills are essential. Significant local travel to our area facility is required. This is an excellent opportunity to use your knowledge and creativity to help some wonderful children and their families.

Requirements:

- Master's Degree and certification in Birth to 2. Also, must have experience providing Disability services with young children and their families.

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JOB ANNOUNCEMENT

Position Title: Family Educator-Bilingual

Location: Patchogue EHS

Hrs per week: 35

Position Description:

- Provide support services, information, referrals, and advocacy for Head Start children and their families in accordance with the Head Start philosophy and program requirements.

Requirements:

- **Minimum:** Associates Degree in Human Services or Early Childhood Development or related field and four (4) years' experience working in an early childhood development program.
Must be Bilingual (Spanish preferred).

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JOB ANNOUNCEMENT

Position Title: Family Community Partnership Specialist-Bilingual

Job Location: Central Administration

Hrs per week: 35

Position Description:

- Plans, coordinates and evaluates all aspects of the Family Community service area which includes conducting site visits to Head Start centers, evaluating procedures of Family/Community Development service area, and implementing collaborative partnerships with parents and community organizations. Assists and works closely with the Family/Community Development Manager.

Requirements:

- Bachelor's Degree in Human Services related field (i.e. human services, social work, counseling, etc.) and (3) three years experience in the field of Human Services or related field. **Must be Bilingual (Spanish preferred).**

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JOB ANNOUNCEMENT

Position Title: Certified Teacher

Job Location: Southampton

Hrs per week: 35

Position Description:

- Provide learning experiences consistent with developmentally appropriate early childhood practices and Head Start philosophies, requirements and performance standards. Involve parents in the education process at the Head Start Center. Plan classroom activities and supervise classroom volunteers. Maintain children's progress records and work closely with the Early Childhood Education Specialist.

Requirements:

- **Minimum:** An Associate's Degree in Early Child Development plus three (3) years teaching children (preferably preschool children in a pre-school setting). NYS Certification required.
- **Preferred:** A Master's degree in Early Childhood Education, with one (1) year experience teaching children (preferably preschool children in a pre-school setting). Or, a Bachelor's Degree in Early Childhood Education with two (2) years experience teaching children (preferably preschool children in a pre-school setting).

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JOB ANNOUNCEMENT

Position Title: Quality Assurance Secretary

Job Location: Central Administration

Hrs per week: 35

Position Description:

- Under the immediate direction of the Director of Quality Assurance, the Quality Assurance Secretary is responsible for secretarial and clerical duties and helps work toward building the organization to be an exemplary Head Start program and the premier child and family development organization on Long Island. The Quality Assurance Secretary performs all duties to be consistent with Head Start philosophy, policies, and Performance Standards. As directed by the Director, the Quality Assurance Secretary may also provide comprehensive secretarial and support services to Facilities staff.

Requirements:

- Graduate of an approved Secretarial Science Program with one (1) year experience or High School Diploma or equivalent and two (2) years secretarial experience.

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JOB ANNOUNCEMENT

Position Title: Finance Secretary

Job Location: Central Administration

Hrs per week: 35

Position Description:

- Under the immediate direction of the Director of Finance, the Finance Secretary is responsible for secretarial and clerical duties and helps work toward building the organization to be an exemplary Head Start program and the premier child and family development organization on Long Island. The Finance Secretary performs all duties to be consistent with Head Start philosophy, policies, and Performance Standards. As directed by the Director, the Finance Secretary may also provide comprehensive secretarial and support services to Finance staff.

Requirements:

- Graduate of an approved Secretarial Science Program with one (1) year experience or High School Diploma or equivalent and two (2) years secretarial experience.

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