



Human Resources
 98 Austin Street, Patchogue NY 11772

Summary of Open Positions

As of: March 11, 2020
 Closing: March 18, 2020

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

| | |
|---|------------------------|
| Substitute Teacher Aide | Various |
| Teacher Aide | Various |
| Teacher Assistant | Various |
| Teacher | Various |
| Family Advocate | Various |
| Cook | Wyandanch |
| Cook Assistant | Southampton |
| Mental Health Consultant | Central Administration |
| Parent Involvement Specialist - Bilingual | Central Administration |
| FCP Specialist-Bilingual | Central Administration |
| Volunteers | Various |

EARLY HEAD START JOB POSTING

| | |
|--------------|---------|
| Teacher Aide | Various |
| Teacher I | Various |
| Teacher II | Various |

EHS-CCP JOB POSTING

| | |
|--|------------------------|
| Disabilities Services Consultant- (Birth to 2) | Central Administration |
| EHS-CCP Assistant | 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: As needed Substitute Teacher Aides

Location: Various Centers

Hrs per week: Up to 35 hours

Position Description:

- As directed by the Teacher, assist in providing learning experiences consistent with sound early childhood practices and the Head Start philosophy for fulfilling the requirements of Head Start performance standards.

Requirements:

- High School Diploma or equivalent.

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98 Austin Street, Patchogue, NY 11772

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

JOB ANNOUNCEMENT

Position Title: Teacher Aide
Location: Various Centers
Hrs per week: 35

Position Description:

- As directed by the teacher, assist in providing learning experiences consistent with sound early childhood practices and the Head Start philosophy for fulfilling the requirements of Head Start performance standards.

Requirements:

- High School Diploma or equivalent and one-year experience working with children (preferably preschool children in a pre-school setting) and requirement to obtain Child Development Associate (CDA) Credentialing within two years of employment.

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98 Austin Street, Patchogue, NY 11772

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

JOB ANNOUNCEMENT

Position Title: Teacher Assistant

Location: Amityville, Bay Shore, Brentwood, Huntington, North Fork, Riverhead, Southampton, Wyandanch

Hrs per week: 35

Position Description:

- Assist the Teacher in all aspects of the program including planning, implementing activities, and evaluating the progress of the children.

Requirements:

- **Minimum:** High School Diploma or equivalent, two years' experience working with children (preferably preschool children in a pre-school setting,) and a Child Development Associate (CDA) Credentialing.

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JOB ANNOUNCEMENT

Position Title: Teacher

Location: Bay Area, Bridgehampton, 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. 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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(T) 631-758-5200 (F) 631-758-2953

JOB ANNOUNCEMENT

Position Title: Teacher I
Location: Patchogue EHS, Islip EHS
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:** High School diploma with a current Infant/Toddler Child Development Associate credentialing (CDA) with five (5) years' experience working with infants and toddlers in a child care setting and an approved plan to meet the foregoing preferred requirement.
- **Preferred:** A Bachelor's Degree in Early Childhood Education with two (2) years' experience teaching infants and toddlers in a child care setting. Or, an Associate's Degree in Early Child Development with three (3) years' teaching infants and toddlers in a child care setting, and an approved plan to meet the foregoing requirement.

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JOB ANNOUNCEMENT

Position Title: Family Advocate

Location: Bay Shore, Bellport, Bridgehampton, Southampton

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:** An Associate's Degree in a Health / Human Services field with two (2) years experience in a Health / Human Services Agency; or a High School Diploma (or its equivalent) **and** a Family Development Credential (FDC) or its equivalent with two (2) years experience in a Health / Human Services Agency.
- **Preferred:** Bachelor's Degree in a Health / Human Services and at least one (1) year experience in a Health / Human Services Agency. **Bilingual preferred.**

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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: Teacher II

Location: Central Brookhaven EHS, Islip EHS

Hrs per week: 35

Position Description:

- Assist the Teacher in all aspects of the program including planning, implementing activities, and evaluating the progress of the children.

Requirements:

- **Minimum:** High School diploma with a current Infant/Toddler Child Development Associate credentialing (CDA) with five (5) years experience working with infants and toddlers in a child care setting and an approved plan to meet the foregoing preferred requirement.
- **Preferred:** A Bachelor's Degree in Early Childhood Education with two (2) years experience teaching infants and toddlers in a child care setting. Or, an Associate's Degree in Early Child Development with three (3) years teaching infants and toddlers in a child care setting, and an approved plan to meet the foregoing requirement.

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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. **Bilingual preferred.**

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JOB ANNOUNCEMENT

Position Title: EHS-CCP Assistant
Location: Central Administration
Hrs per week: 35

Position Description:

- Under the immediate direction of the Director of Infant/Toddler Services, the EHS-CCP Assistant 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. As directed by the Director of Infant/Toddler Services, the EHS-CCP Assistant may also provide comprehensive secretarial and support services to the EHS-CCP 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: Cook

Location: Wyandanch

Hrs per week: 35

Position Description:

- Plans, coordinates and evaluates all aspects of the Nutrition Component at the Head Start Center, which includes planning, preparing, and serving of nutritious meals in compliance with HHS Performance Standards, USDA Regulations and New York/Suffolk County Sanitation Codes.

Requirements:

- Must have a high school diploma or equivalent and some experience in quantity cooking and food preparation preferred.

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JOB ANNOUNCEMENT

Position Title: Parent Involvement Specialist – Bilingual

Location: Central Administration

Hrs per week: 35

Position Description:

- The Parent Involvement Specialist will work in the areas of parent involvement, fatherhood initiatives, and assist with volunteer services, donations, and in-kind contribution.

Requirements:

- A Bachelor's Degree in Social Sciences, Communication and/or related field and three (3) years or more of successful work experience in this or a related field. **Bilingual preferred.**

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JOB ANNOUNCEMENT

Position Title: Mental Health Consultant

Location: Central Administration

Hrs per week: TBD

Position Description:

- LI Head Start serving children ages 0-5 years is now seeking a skilled, caring and reliable mental health consultant to make a difference in the lives of our children. This individual will work at various Head Start locations to provide Mental Health 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:

- Must be a Licensed Social Worker and have experience providing Mental Health services with young children and their families.

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JOB ANNOUNCEMENT

Position Title: Cook Assistant

Location: Southampton

Hrs per week: 35

Position Description:

- Help to plan varied, nutritious menus and perform other required responsibilities under the supervision of the Cook and the Program Manager. Assist in ordering food and kitchen supplies.

Requirements:

- Must have a high school diploma or equivalent. Some experience in bulk cooking is required. Must fulfill NY State Health Department requirements.

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