



Human Resources
 98 Austin Street, Patchogue NY 11772

Summary of Open Positions

HEAD START/EHS JOB POSTING

As of: August 21, 2019
 Closing: August 28, 2019

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"

Substitute Teacher Aide	Various
Teacher Aide	Various
Teacher Assistant	Various
Teacher/Certified Teacher	Various
Family Advocate	Various
Cook Assistant	Various
Food Transporter	Various
Program Services Secretary	Central Administration
Speech Consultant	Central Administration
RN/Health Consultant	Central Administration
Volunteers	Various
Teacher I	Various
Family Educator/Home Visitor-Bilingual	Various

EHS-CCP JOB POSTING

EHS-CCP Assistant	Central Administration
Disabilities Services Consultant	Central Administration
RN/Health Consultant	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...

Long Island Head Start
98 Austin Street, Patchogue, NY 11772

To apply for the below position, applicants should mail, fax (631) 758-2953, or email resumes to humanresources@liheadstart.org. Please indicate position desired.

JOB ANNOUNCEMENT

Long Island Head Start is an Equal Opportunity employer and does not discriminate against any person based on age, race, gender, color, religion, national origin, and status as a disabled veteran, Vietnam Era Veteran, or disability. M/F/D/V

Position Title: As needed Substitute Teacher Aides
Salary Range: Commensurate with education and experience
Hrs per week: TBD

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.

***All employees must sign a conviction disclosure and health statement and submit to substance screening, fingerprinting, child abuse and maltreatment check, and take a PPD Mantoux test.**

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Position Title: Teacher Aide
Location: Various
Salary Range: Commensurate with education and experience
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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Position Title: Teacher Assistant
Location: Various
Salary Range: Commensurate with education and experience
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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Position Title: Bilingual Family Educator/Home Visitor
Job Location: Various
Salary Range: Commensurate with education and experience
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. **Bilingual a must.**

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Position Title: Teacher/Certified Teacher
Location: Various
Salary Range: Commensurate with education and experience
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).

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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Position Title: EHS-CCP Assistant
Location: Central Administration
Salary Range: Commensurate with education and experience
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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Position Title: Teacher I
Location: Various
Salary Range: Commensurate with education and experience
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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Position Title: Program Services Secretary
Location: Central Administration
Salary Range: Commensurate with education and experience
Hrs per week: 35

Position Description:

Under the immediate direction of the Director of Program Operations, the Program Services 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 Program Services Secretary performs all duties to be consistent with Head Start philosophy, policies, and Performance Standards. As directed by the Director, the Program Services Secretary may also provide comprehensive secretarial and support services to Content Area 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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Position Title: Cook Assistant

Location: Various

Salary Range: Commensurate with education and experience

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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Position Title: Family Advocate
Location: Various
Salary Range: Commensurate with education and experience
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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Position Title: Food Transporter
Location: Various
Salary Range: TBD
Hrs per week: TBD

Position Description:

- Responsible for pick-up and delivery of food in a timely manner.
- Must comply with food safety regulations and able to lift 50lbs.
- Upon arrival at satellite center, must be able to take temperature of the food and log it in accurately.

Requirements:

Must have a valid driver's license and maintain current automobile insurance.

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Position Title: Speech Consultant
Job Location: Central Administration
Salary Range: Commensurate with education and experience
Hrs per week: TBD

Position Description:

LI Head Start serving children ages 0-5 years is now seeking skilled, caring, and reliable, speech-language consultant to make a difference in the lives of our children. The Speech consultant will work collaboratively with staff to identify children who would benefit from receiving a speech evaluation and services.

Requirements:

Master's Degree in Speech-Language Pathology or related degree
NYS licensure preferred
NYS driver's license, registration and insurance required

In addition, this position requires strong communication, interpersonal, and problem-solving skills with the ability to interact effectively with education staff. The Speech Consultant will conduct speech/language screenings, develop speech plans for teachers to implement in the Head Start classroom, and will provide parents with activities they can do at home to help their child's speech development. The Speech Consultant will assist the parent and center staff in obtaining a speech/language evaluation when warranted.

This position requires significant travel in Suffolk County to LIHS centers.
The Speech Consultant reports directly to the Education & Transition Manager.

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Position Title: Registered Nurse/Health Consultant
Job Location: Central Administration
Salary Range: Commensurate with education and experience
Hrs per week: TBD

Position Description:

The Registered Nurse/Health Consultant plans and implements the Head Start health services content area program. The function of the Health Consultant is to: (1) provide leadership in the health content area and assist the organization to become an exemplary Head Start program and the premier child and family development agency on Long Island; (2) plan, develop, coordinate and implement health programs and activities; (3) assure their compliance with Federal Head Start Performance Standards and applicable Federal, State and local rules and regulations; and, (4) assure they are carried out in an effective and efficient manner and are in accordance with accepted standards and best practices in the health field.

Requirements:

Registered Nurse; OR a Master's Degree in a health-related field. Four (4) years experience in a health setting.

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Position Title: EHS-CCP Disabilities Services Consultant
Location: Central Administration
Salary Range: Commensurate with education and experience
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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Position Title: EHS-CCP Registered Nurse/ Health Consultant
Location: Central Administration
Salary Range: Commensurate with education and experience
Hrs per week: TBD

Position Description:

The Registered Nurse/Health Consultant plans and implements the Early Head Start Childcare Partnership health services. The function of the Health Consultant is to: (1) provide leadership in the health area and assist the organization to become an exemplary Early Head Start Childcare Partnership program and the premier child and family development agency on Long Island; (2) plan, develop, coordinate and implement health program and activities; (3) assure their compliance with Federal Head Start Performance Standards and applicable Federal, State and local rules and regulations; and, (4) assure they are carried out in an effective and efficient manner and are in accordance with accepted standards and best practices in the health field.

Requirements:

Registered Nurse; OR a Master's Degree in a related field. Preferred four (4) years experience in a health setting.

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