



Human Resources
 98 Austin Street, Patchogue NY 11772

Summary of Open Positions

HEAD START JOB POSTING

As of: January 10, 2019
 Closing: January 17, 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.

Substitute Teacher Aide	Various
Teacher Aide	Various
Teacher Assistant	Various
PT Family Advocate-Bilingual	North Fork
Family Advocate-Bilingual	Various
Family Advocate	Various
Cook Assistant	Bay Area, Central Brookhaven, Wyandanch
Certified Teacher	Bay Area
Parent Involvement Specialist - Bilingual	Central Administration
Program Services Secretary	Central Administration
Early Childhood Mentor Coach	Central Administration
Volunteers	Various

EHS JOB POSTING

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"

Teacher I	Patchogue EHS
Teacher II	Huntington EHS
Teacher Aide	Islip EHS
Family Educator/Home Visitor-Bilingual	Patchogue EHS

EHS-CCP JOB POSTING

Family Service Worker-Bilingual	Central Administration
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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

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JOB ANNOUNCEMENT

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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, Islip EHS
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: Family Advocate - Bilingual
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. **Must be Bilingual.**

Preferred: Bachelor's Degree in a Health / Human Services and at least one (1) year experience in a Health / Human Services Agency.

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Position Title: Part Time Family Advocate Bilingual
Location: North Fork
Salary Range: Commensurate with education and experience
Hrs per week: 20

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. **Must be Bilingual.**

Preferred: Bachelor's Degree in a Health / Human Services and at least one (1) year experience in a Health / Human Services Agency.

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Position Title: Teacher II
Location: Huntington EHS
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 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: 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.

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Position Title: Bilingual Family Educator/Home Visitor
Job Location: Patchogue EHS
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: EHS-CCP Family Service Worker – Bilingual
Location: Central Administration
Salary Range: Commensurate with education and experience
Hrs per week: 40
Weeks per year: 52

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: Associate's degree or higher in Human Services, Social Work Counseling or a related field. Certification while not needed is desirable. **Bilingual a must.**

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Position Title: Cook Assistant
Location: Bay Area, Central Brookhaven, Wyandanch
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: Parent Involvement Specialist – Bilingual
Location: Central Administration
Salary Range: Commensurate with education and experience
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 a must.**

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Position Title: Teacher I
Location: Patchogue EHS
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: Early Childhood Mentor Coach
Location: Central Administration
Salary Range: Commensurate with education and experience
Hrs per week: 35

Position Description:

The major function of the Early Childhood Mentor Coach is to assist in the planning and implementation of the coaching program for education staff. The specific functions of the Early Childhood Mentor Coach are to: (1) provide expert services in the education service area; (2) coordinate, monitor, and implement a research-based coordinated coaching strategy for education staff according to the coaching and professional development plan; (3) assure they are in accordance with accepted standards and best practices in the early childhood and education field.

Requirements:

Bachelor's Degree in Early Childhood Education or a related field and adequate training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals.

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Position Title: Certified Teacher
Location: Bay Area
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). 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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