



Human Resources  
 98 Austin Street, Patchogue NY 11772

**Summary of Open Positions**

**HEAD START JOB POSTING**

As of: May 14, 2019  
 Closing: May 21, 2019

Substitute Teacher Aide	Various
Teacher Aide	Various
Teacher Assistant	Various
PT Family Advocate-Bilingual	North Fork
Teacher	Bridgehampton
Certified Teacher	Bay Area
Accounts Payable Bookkeeper	Central Administration
Volunteers	Various

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

**EHS JOB POSTING**

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

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"

**EHS-CCP JOB POSTING**

EHS-CCP Secretary	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**  
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**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:** 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, Islip 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:** 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:** Teacher  
**Location:** Bridgehampton  
**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:** 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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**Position Title: Accounts Payable Bookkeeper**  
**Location: Central Administration**  
**Salary Range: Commensurate with education and experience**  
**Hrs per week: 35**

**Position Description:**

The Accounts Payable Bookkeeper reports to the Director of Finance and is responsible for processing all agency invoices received for payment and maintaining complete records regarding payments. Other responsibilities include, accounts payable invoice review, voucher preparation, bookkeeping, record keeping, and investigating disputes with vendors. The Bookkeeper supports the efforts to make Head Start an exemplary agency and carries out the responsibilities in accordance with Head Start Performance standards and all applicable Federal, State and local rules and regulations.

**Requirements :**

Associates Degree in Accounting or Business Administration and two (2) years of Accounts Payable or Junior Accountant experience OR High School Diploma and five (5) years of Accounts Payable or Junior Accountant experience.

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**Position Title: EHS-CCP 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 Infant/Toddler Services, the EHS-CCP 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. As directed by the Director of Infant/Toddler Services, the EHS-CCP Secretary 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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