



The Community Action Organization of Erie County, Inc.

■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

Funding Sources:

*U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo*

JUNE 22, 2010

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in our CAO Head Start Program located at 70 Harvard Place in Buffalo.

POSITION: EDUCATION SERVICE AREA MANAGER

DUTIES:

Works with the CAO Head Start/Early Head Start Administrative Office's Education/Career Development and Training Service Area Manager in providing leadership to the education service area in meeting current Head Star Performance Standards and NYS licensing requirements. Participates on assigned self assessment teams. Develops/recommends new education curricula, working together with staff and parents. Provides leadership/oversees the child outcomes process for all programs. Assists in facilitating Managers' meetings, provides leadership, trains, and implements the National Reporting System (NRS)

QUALIFICATIONS:

MS in Early Child Development, Child Development or Education with early childhood education specialization, with a minimum of three years experience teaching supervisory experience (2 years of which must be with children zero to five years of age) preferred;

Or

BS/BA in Early Childhood, Child Development or Education with early childhood education specialization with a minimum of five years teaching/supervisory experience (two years of which must be with children zero to five years of age).

Previous experience in Head Start/Early Head Start, or experience with low income, prenatal to three year old children and their families, preferred

SALARY: \$48,500 - annually – exempt, plus benefits.

Application/resume, will be accepted at the CAO Human Resource Department 70 Harvard Place, Buffalo NY or email to caohr@roadrunner.com

**JOB POSTING # 133
NO PHONE CALLS PLEASE!**

An Equal Opportunity Employer