



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 23, 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 COORDINATOR

DUTIES:

Coordinator of teaching personnel coordinates all Head Start classrooms, volunteer and substitute training and daily classroom operations. This is a professional position subject to the direction of the Director. Perform unique and critical work supervising the instructional plan for students, introducing creative teaching skills and providing in-service training. Conduct regularly scheduled meetings with teachers, acting teachers, teaching assistants, and other service area staff and parent volunteers as needed. Observe the classrooms being supervised by Teacher I – IV. Confer with Education Service Area Manager weekly, provide transportation for parents using agency or privately owned vehicle, assist in measuring the outcomes/progress of children, attend grantee-sponsored workshops and agency trainings, and collaborate with other agencies for the full-time implementation of the education program, while modeling a positive work ethic for parents and staff.

QUALIFICATIONS:

Master's degree in Child Development and a minimum of two years experience working with children 3-5 years of age required.

Or

A Bachelor's degree in Early Childhood Education, Elementary Education, and or NYS Teaching Certificate for N-6, plus three years experience with demonstrated skills in the planning and supervising of educational activities for children 0-5.

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Minimum of 1 year of supervisory experience required. Experience and/or knowledge of special education behavior guidance techniques desired, and the above skills.

SALARY: \$32,000.00 plus benefits

Application/resume will be accepted at the CAO Human Resource Department, 70 Harvard Place, Buffalo 14209, until July 9, 2010 or email to caohr@roadrunner.com

JOB POSTING #135

An Equal Opportunity Employer