

COMMUNITY ACTION PLANNING COUNCIL

Job Posting
(In-House and Out of House)

POSITION TITLE: Watertown Center Coordinator
DEPARTMENT: Early Childhood
PROGRAM AREA: Head Start
CLASSIFICATION: Academic/Full Time/Exempt
POSITION GRADE: 7
PAY RATE: \$17.06 per hour
JOB HOURS: 37.5 hours per week. Evening hours may be required.
JOB LOCATION: Watertown Head Start Center

Position Summary: The Watertown Center Coordinator is responsible for the overall operation of the Watertown Head Start Center as it applies to New York State licensing regulations and Head Start Performance Standards. Duties include but are not limited to: Observing in classrooms, providing written feedback and follow-up to each classroom team; reviewing lesson plans weekly and offering technical assistance as appropriate; ensuring new staff receive required hours of training; providing new staff orientation; conducting employee performance evaluations; accompanying staff on home visits; tracking the application, selection and enrollment process for all children in the Center; facilitating staff meetings; and participating in the hiring process for new staff.

Education: Bachelor's Degree in early childhood education.

Experience: One year of full-time teaching in an early childhood education setting and one year of supervisory experience.

Qualification Alternative: Bachelor's Degree in a related field with 12 credits in early childhood education and one year of teaching and supervisory experience.

Required Skills:

- Ability to work independently and be self-motivated, resourceful, organized, and adaptable in carrying out job duties.
- Must display a non-judgmental demeanor and act as a positive role model to other staff and clients.
- Must exhibit professionalism, good judgment, and maintain strict confidentiality with regard to client information.
- Must have excellent organizational and documentation skills and be effective with follow through.
- Must be able to mentor, advise and assist others in an effective manner, set priorities, and problem solve.
- Possess a valid driver's license.
- Proficient computer skills.
- The ability to work as a member of a team and to cooperate with all Head Start staff to provide quality programming for children and families.

Benefits: Academic schedule, paid school vacations, Agency Flexible Benefits Plan, unemployment benefits during the summer.

Application Process: Submit an updated resume, CAPC employment application form with college transcripts to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax: 315-785-0892 or email: hr@capcj.org. Application form can be obtained online at www.capcj.org. Applications will be accepted until position is filled.