



## Community Development Institute

### HEAD START

Serving Hualapai Tribe

PO Box 125

479 Hualapai Way

Peach Springs, Arizona 86434

(928)769-2522 phone \* (928)769-2457 fax

### Vacant Positions as of January 18, 2017. Open until filled

**Please contact Head Start and ask to speak with the Program Director to inquire about any of these vacant positions at 928-769-2522.**

#### Administrative Assistant Fiscal/Human Resources

This position is responsible for the human resources activities of the program including personnel files, ensuring orientation and tracking of staff. This position is responsible for the smooth operations of an office and other duties related to administration including answering phones, filing, etc. Performs all duties as required by the Program Director and other duties as assigned relating to the administrative component including, policy and procedure updates, typing, word processing, faxing, acting as receptionist and other clerical duties. This position performs all duties as required to ensure accurate and timely processing of accounts payable, accounts receivable, payroll and other duties relating to fiscal operations. Position is responsible for monitoring program expenses, tracking activity in program budget lines and communicating any issues or overspending concerns. Minimum requirements are a high school diploma or GED with some relevant experience in human resources and two years direct experience working with purchasing, accounts payable, accounts receivable and payroll. Must possess a basic understanding of accounting systems and have at least one year of direct experience working with an accounting system general ledger and budget. AA degree or higher in a related field preferred. The individual must possess a sound working knowledge of Microsoft Excel. The position must have the ability to manage numerous tasks, possess good organizational skills, communicate effectively with co-workers and the public, and work collaboratively in a team environment.

Pay D.O.E., 40 hours a week. 52 weeks per year.

#### Education Coordinator-Grant Funded position (temporary)

This position is responsible for the general and day to day operations of a Head Start center, covering multiple classrooms, assuring regulatory and legal compliance with federal. State and local regulations, communicating with parents and the community and supervision and monitoring of all staff working at the center. This position is responsible for the education and early childhood development of the Head Start Performance Standards. This includes working to develop an early childhood education curriculum and providing educational resources for staff and parents. This position will also coach, mentor and guide teaching staff. This positions requires at a minimum a Bachelor degree in Early Childhood Education, Child Development or other related Human Services degree with at least 30 credits in ECE credits and two years demonstrated experience working with young children and families. ONE year supervisory experience preferred. Position requires a B.A in E.C.E. \$1,520.00bii/weekly, 40 hours a week.

#### Teacher Preschool/Substitute Teacher

This position serves as the lead worker in a classroom of Head Start children by planning, implementing, and supervising all classroom activities. This position works with typically developing children and children with disabilities. This position supports and assists families as they identify and meet their own goals through a family-centered case management model for developing and carrying out the program Family Partnership Agreements including responsibility for child files, enrollment/applications, etc. Entry-level requires an A.A. in ECE Pay is \$1,050.00/biweekly at an A.A. level, and \$1,120.00 biweekly at a B.A. level 35 hours per week, 39 weeks per year. **We will consider applicants that are enrolled in an AA or BA degree program in early childhood education that are able to obtain the degree within a reasonable timeframe.**



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#### **Assistant Teacher Preschool/Assistant Teacher On-Call**

This position works as a part of a teaching team to work as a partner with the teacher/lead teacher in developing activities for preschool (Head Start) children to provide them with varied experiences and an appropriate learning environment. Typically works with developing children and children with disabilities. Assistance is given to the teacher in carrying out the goals, policies, and activities designed to implement educational objectives and performance standards. This position works with families to promote parent involvement in the program. In addition, this position might also serve as a Bus Monitor as part of the transportation services provided by the program. This position may be assigned additional duties based upon program need and areas of developing expertise. This position works along with the teacher/lead teacher to attain the goals of the program. The position may be reassigned to various classrooms/centers as deemed necessary for program operations. Pay D.O.E., 35 hours per week, 39 weeks per year

#### **Program Aide/Program Aide On-Call**

This position works as a part of a team to assist in activities in the areas of the classroom, kitchen and bus and/or to serve as a disabilities aide as needed. The position contains elements of job descriptions of positions with titles similar classroom aide, bus monitor, janitor and kitchen aide and as a disabilities aide providing support for children with disabilities. Works with typically developing children and/or children with special needs/disabilities. The minimum requirement is that the individual be 18 years of age. This is an entry-level position requiring no previous education or experience, a high school diploma or G.E.D. is preferred. Pay D.O.E., 35 hours per week, 39 weeks per year.

#### **Janitor/Janitor On Call**

This position is responsible for ensuring clean, safe and functional facilities by performing daily cleaning and on-going light maintenance activities for Head Start/Early Head Start offices, classrooms, outdoor areas and other spaces used. Duties may include setting up spaces for meetings, Family Nights, socializations, etc. This position also works as a part of a team to assist in activities in the areas of the classroom, kitchen and bus and/or to serve as a disabilities aide as needed. Pay D.O.E.

#### **Cook On-Call**

This position is one role in a large system of services provided to children and families. A strong food service program is important to supporting the goals of the program. This position is responsible the ordering, preparing, serving and documenting of meals and snacks. It includes following menus and all phases of kitchen operations including inventory control. The position may prepare foods for and/or preschool children



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following the USDA/CACFP standards. Position may involve reassignment to various kitchens/centers as deemed necessary for program operations. Pay D.O.E. *This is an On Call position.*