**Coshocton County Head Start, Inc.  
IF INTERESTED IN ANY OF THESE POSITIONS PLEASE CONTACT  
SUSAN CRADDOCK (EX. DIRECTOR)  
(740) 622-9537**

**ERSEA/FAMILY ENGAGEMENT MANAGER**

This position is responsible for over-seeing the ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) & Family Engagement Content Area, ensuring that the agency complies with all regulations per applicable Performance Standards. Also, in charge of Family Engagement through Family Literacy Nights, Policy Council, Community Partnerships to just name a few…

Must at least have a Bachelor’s degree in Social Work or related field

Job Type: Full time, Full Year  
Insurance, Paid vacation/sick time, Paid Holidays

**Job Title: Early Head Start Infant & Toddler Teacher**

**Position Purpose:** Provide a successful, safe and supervised educational setting for infants and toddlers while they are in the Head Start environment (classroom, outdoor play area, etc.) Develop individual goals for children, provide on-going assessment on progress and facilitate transition into Head Start or other pre-school settings. Support parents in their role as primary caretakers and educators of their children and encourage their involvement in all aspects of the program. Maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education and resource/referral) to integrate services into the family setting. Must meet requirements per Federal Head Start Performance Standards and any local, state and/or agency policies and procedures.

**Job Requirements:** Current certificate in First Aid, Communicable Disease, Child Abuse and Neglect Recognition and Prevention. Valid driver’s license and reliable transportation. Initial physical examination required with re-examinations every 3 yrs. Criminal records check, secured by fingerprints from BCII and FBI. Must be willing to continue adult education through trainings, workshops, or college course work as needed to improve job performance and child outcomes. Physical Requirements: Good dexterity with the ability to lift 40 pounds, push, pull, carry, climb, balance, and kneel to assist and perform activities with children.

**Job Qualifications:** Minimum of a Child Development Associate Credential, or preferable an Associate’s Degree in Early Childhood Education, and experience in working with infants and toddlers.

Job Type: Full time, Full Year  
Insurance, Paid vacation/sick time, Paid Holidays

**JOB TITLE: HS/EHS Fiscal Assistant**

**Position Purpose:**  To Assist the Fiscal Officer in coordination and organization of the fiscal department. Perform as a team player to developing fiscal systems to assure compliance with State & Federal Regulations.

**JOB REQUIREMENTS/QUALIFICATIONS:**

* Prefer Associate’s Degree in Business Administration with accounting background preferred.
* Valid driver’s license and Reliable transportation-Some evenings and weekends
* Initial physical examination required with re-examinations every 3 years; TB Mantoux
* Criminal records check, secured by fingerprints from BCI and FBI
* Regular sitting, stooping, and bending on daily basis, occasional lifting up to 40 lbs.
* Mandated to report all child abuse and neglect-See Personnel Policies
* Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
* Ability to respond to common inquiries or complaints from employees, managers, regulatory agencies, or members of the business community.
* Ability to write organized and accurate reports and other documents; ability to effectively present information to top management, public groups, and/or boards of directors.
* Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Ability to operate office equipment normally associated with this position; good keyboarding skills and ability to use Word, Excel and Windows software programs, format and work in tables and to produce lengthy error free documents.
* Manage staff efficiently and effectively within the guidelines Coshocton County Head Start policies and man mandates.
* Ability to work as a positive team member.
* Knowledge and experience in financial reporting and budgeting.
* Firm understanding of all aspects of accounting, including A/P, P/R, and GL administration.

Job Type: Full time, Full Year  
Insurance, Paid vacation/sick time, Paid Holidays

**Job Title: Head Start Preschool Teacher**

**Position Purpose:**  Provide a successful, safe and supervised educational setting for preschoolers while they are in the Head Start environment (classroom, outdoor play area, etc.). Develop individual goals for children, provide on-going assessment on progress and facilitate transition into other educational settings. Support parents in their role as primary caretakers and educators of their children and encourage their involvement in all aspects of the program. Maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education and resource/referral) to integrate services into the family setting. Must meet requirements per Federal Head Start Performance Standards and any local, state and/or agency policies and procedures.

**JOB REQUIREMENTS/QUALIFICATIONS:** Current certificate in First Aid, Communicable Disease, Child Abuse and Neglect Recognition and Prevention. Valid driver’s license and reliable transportation. Initial physical examination required with re-examinations every 3 yrs. Criminal records check, secured by fingerprints from BCII and FBI. Must be willing to continue adult education through trainings, workshops, or college course work as needed to improve job performance and child outcomes. Physical Requirements: Good dexterity with the ability to lift 40 pounds, push, pull, carry, climb, balance, and kneel to assist and perform activities with children. Minimum of Associate’s degree in Early Childhood Education. Prefer a Bachelor’s degree in Early Childhood Education and experience working with preschool children.

Job Type: Full time, Summers Off  
Insurance, sick time, Paid Holidays