



HEAD START JOB ANNOUNCEMENT EDUCATION SPECIALIST

Northeast Nebraska Community Action Partnership's **HEAD START EARLY CHILDHOOD EDUCATION PROGRAM** has an exciting opportunity for an **EDUCATION SPECIALIST**, based at our Central Office in Pender. 40 hours per week M-F. Hourly wage plus benefits. Responsible to oversee training, coaching and provide support to new and current staff on the Head Start Performance Standards. Oversee the functions of the training classroom and GOLD on-line data system. A Bachelor's or advanced degree in Early Childhood Education or a Bachelor's or advanced degree and course work equivalent to a major relating to Early Childhood Education with experience teaching preschool age children required. Job application, job description, education requirements, wage, and benefit information are located on our website www.nencap.org under Employment or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit a completed Agency application with education credentials or transcripts. No resumes accepted. Applications may be sent to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

80% Federally Funded

Non-Profit Agency

JOB SUMMARY:

The Education Specialist provides training to staff on program procedures and processes. Responsible to complete and submit training records for relevant staff. Oversee the program's GOLD online child data system; outcomes reports and Results Matter Information from the NE Department of Education. Review Area Managers monthly reflective action plans, team meetings and provide feedback. Monitor and analyze multiple ChildPlus reports. Monitor written Memorandum of Agreements with entities regarding disabilities and mental health. Provide ongoing support and guidance to new staff and monitor the on-boarding process; Provide and participate in on-site and program training as needed. Attend and contribute to monthly Area Manager and Head Start Support Staff meetings. Serve on assigned committees, as appointed. Maintain confidentiality of program participants and follow Program and Agency standards and policies.

EDUCATION & EXPERIENCE:

A Bachelor's or advanced degree in Early Childhood Education; or a Bachelor's or advanced degree and course work equivalent to a major relating to Early Childhood Education with experience teacher preschool age children required.

Basic computer skills including word processing, spreadsheet, email and internet. Able to develop expertise in GOLD & ChildPlus record keeping system.

WAGE & BENEFITS:

The wage is \$18.00 per hour plus benefits. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.