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Posting for Early Childhood Services Coordinator

Location: Bellefontaine, Ohio – Logan County

Position Type: Full Time, Salaried, Exempt

Apply at: [www.corsp.org](http://www.corsp.org) or send a resume to [awestfall@corsp.org](mailto:awestfall@corsp.org)

Requirements: Level: Bachelor's or Higher in Early Childhood Education, Social Services, or Business Administration or related field, with a minimum of five years of experience in Early Childhood Education.

Salary Range: \$25.34-\$28.10

Description: Lead a team of dedicated Early Head Start and Head Start teachers, family advocates, and support staff at a licensed Head Start facility in Bellefontaine as well as a Head Start classroom in Indian Lake and Ben Logan, in collaboration with the Piqua-based Early Childhood Education (ECD) team. This facility provides services to families with children six-weeks to five years of age via classrooms and home-based services.

Reports to: Operations Manager at the central office.

Among the duties:

- Functions as an active member of the Early Childhood Education administrative team in formulating and implementing program policies and procedures.
- Monitors all external sites and internal tracking systems to ensure compliance with Head Start Performance Standards and the Department of Jobs and Family Services licensing.
- Supervises all staff assigned to the center and evaluates all direct reports.
- Maintains full enrollment and monitors the Head Start recruitment and enrollment process.
- plan.
- Initiates strategies to monitor and collect non-federal share hours of families and volunteers.
- Works collaboratively with central Early Childhood staff to interview and select all center staff.
- Directly responsible for on-site orientation for staff in conformity with all licensing, Head Start, and agency requirements.
- Works collaboratively with the central office to provide technical assistance to staff and/or families with education, social service, mental health, nutrition, disability and health concerns.
- Represents CORS at community meetings and local organizations and serves as a tireless advocate for all families and their children.