

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Head Start Program Specialist (BA) (Health & Nutrition)

**LOCATION:** Malvern Operations Office

**HOURS:** 8:00am - 4:30pm – FULL TIME

**APPLICATION DEADLINE:** Open Until Filled

**SALARY:** \$ 22.54 per Hour

**JOB DUTIES:** Serve as a member of the CADC EHS/HS/ABC School Readiness and Parent, Family, and Community Engagement Management Team in order to coordinate and plan for the program to provide a comprehensive and quality program for children and families.

Monitor the assigned content area(s) while informing and collaborating with the management, as well as collaborating with other Program Specialists and staff in order to ensure quality within program which includes but is not limited to: conducting site visits/classroom observations as assigned to ensure effective on-going monitoring; review/monitor reports from center staff; ensure the required data is maintained in order to complete final annual report; and monitor pertinent data base system(s) information to ensure accurate data is submitted by center staff as necessary.

Plan, coordinate, implement and manage all aspects of the assigned content area. Assist with the recruitment of children and families and prepare required reports and maintain required records while assuring accuracy at all times.

Keep up-to-date and knowledgeable of programmatic issues while ensuring compliance with all applicable laws, regulations, funding requirements, assurances, policies and procedures.

Ensure community partnerships, outreach and involvement by participating on committees or attending community meetings as assigned by supervisor. Actively participate on committees within CADC in order to ensure agency quality. Follow, interpret to create program plans with guidance and direction from the management, implement with fidelity all Head Start Program Performance Standards, Arkansas Better Chance Regulations and Requirements, as well as Arkansas Minimum Licensing Requirements for Child Care Centers in order to ensure program compliance and quality.

Ensure that the adopted curriculum and supplemental curricula are followed and implemented with fidelity in all EHS/HS/ABC classrooms. Monitor the education staff to ensure that the observations of children are documented in order to ensure the fidelity of the input of child assessment data to make certain that classroom outcome data is accurate. Monitor education staff to ensure that child assessment outcomes are entered into program data base systems in a timely manner and as assigned.

Ensure that children are provided with a learning environment and activities to help them develop physically, socially, emotionally, and cognitively.

**EDUCATION REQUIREMENTS:** Bachelor's degree from an accredited four-year college or university; in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or related field for position as required by funding source(s) with equivalent training and experience required.

**EXPERIENCE NEEDED:** Must have excellent computer and oral/written communication skills, the ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. This position requires travel to provide assistance over the agency's 5-county service area and willing to attend individual or group training sessions on the local, state or national level.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.

"EQUAL OPPORTUNITY EMPLOYER"

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-321-1121