



Employment Opportunities

COI Head Start is a comprehensive child development program for children ages 3 – 5. We provide social, emotional, health and nutrition services for income-eligible families. Head Start builds relationships with families that support positive parent-child relationships, family well-being, community connections and school readiness. We encourage the role of parents as their child's first and most important teacher.

Head Start Classroom Manager - Coach, mentor, support and supervise Head Start classrooms and staff in locations throughout Columbia County. Ensure the timely provision of supplies, materials, and safety equipment for the Head Start program. Supervise the training and employment of all classroom staff. Work with the COI Head Start Director and the rest of the management team in providing leadership for the planning, design, implementation and evaluation of program operations. Required education and experience - Bachelor's degree in early childhood education, special education, or related field; one year or more experience working at a professional level; one year or more of supervisory experience. 35 hours per week/52 weeks per year. Salary: \$33,000 + per year.

This position requires a clean, valid, New York State driver's license. Fluency in English & Spanish is desirable.

Excellent benefits including: Professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% employer paid life Insurance; 401 K Plan; 11 paid holidays, generous annual, sick and personal leave benefits; and Employee Assistance Program.

After an offer of employment is made - all Head Start employees are subject to inquiry with the New York State Central Register of Child Abuse and Maltreatment and New York State Criminal History Check.

Please submit cover letter and updated resume to:

**Cindy Andrus, COI Head Start Director,
540 Columbia Street, Hudson, NY 12534**

or by email to:

candrus@columbiaopportunities.org

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