



*Employment Opportunities  
Helping People. Changing Lives.*

- Title:** Head Start Lead Teacher/Center Director (Chatham, Hudson & other locations as openings occur)  
**Reports to:** Head Start Classroom Manager  
**Designation:** Regular/Full-time/Part Year – 37 ½ hours per week  
43-45 weeks per year – depending on location

Head Start is a federally funded program that provides high quality early childhood education, development, healthcare and nutrition services to preschool age children. Becoming a Head Start teacher gives you a chance to make a difference in the lives of young children and their families.

**The person in this position is responsible for:**

- Leading a team of classroom staff (Teacher Assistant and Nutrition Child Care Aide) and parent volunteers in maintaining a healthy & developmentally appropriate classroom
- Planning and providing classroom activities for 16 – 20 three and four year old children in support of school readiness
- Conducting parent/teacher conferences and working closely with Head Start parents or guardians
- Working collaboratively with the assigned Family Worker
- Ensuring that the site and assigned staff meet NYS OCFS Day Care Licensing requirements

**Preferred Education & Experience:** A bachelor's degree in Early Childhood Education or a related field, with at least one year of teaching and supervisory experience. Candidates enrolled in an appropriate bachelor's degree program with a Child Development Associate (CDA) may be considered. Being bilingual in English and Spanish is also desirable. Basic computer skills are required. Computers are used on a daily basis including office and educational software programs.

A clean and valid NYS Driver's License is required at most locations. Following an offer of employment, 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.

*COI provides a competitive wage and excellent benefits for full-time employees including: professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% employer paid life insurance; 401(k) plan; up to 12 paid holidays, generous annual, sick and personal leave benefits; paid school vacation days for regular Head Start employees; Employee Assistance Program.*

**Submit cover letter and resume to:**  
**Gail Paone at Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534**  
**Or by email - [humanresources@columbiaopportunities.org](mailto:humanresources@columbiaopportunities.org)**

*COI is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic characteristics, marital status, military service/leave, or arrest/conviction record consistent with applicable federal, state, or local laws.*