

Tri-County Virginia O.I.C. Apple Country Head Start

444 Shady Elm Road
Winchester, VA 22602
540-869-1558
540-869-5583 Fax



JOB POSTINGS

Tri-County Virginia, OIC is seeking the following positions to join our Apple Country Head Start program that serves children ages 3-5 in Clarke County, Frederick County and Winchester City.

Education & Disabilities Coordinator

Position Summary: The Education & Disabilities Coordinator provides management and coordination of education and disability services for Apple Country Head Start children and families. This person is primarily responsible for overseeing the curriculum implementation to meet the School readiness goals and analyze student outcomes. This person coordinates special needs services with the Local Educational Administrator (LEA). This person works in collaboration with other coordinators, managers, and the Director for the delivery of all services. This person is responsible for the supervision, coaching, and training of all teachers and other education personnel. The Education & Disabilities Coordinator is responsible for compliance with Head Start Performance Standards, Head Start Act, Virginia Department of Social Service licensure as well as other applicable local and State laws/regulations.

Qualifications: As prescribed in section 648A(a)(2)(B)(i) of the Act, staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. *(HSPPS October 2017)*

Must be proficient in Microsoft Office Suite. The Education & Disabilities Coordinator must own transportation for traveling and site visits. Management experience, advanced degree, and bi-lingual is preferred.

All applicants are required to submit an application (that is found on www.acheadstart.org), a letter of intent, educational transcripts, and three references. All applicants must pass criminal background checks, and have no prior convictions.

Mail to:

Apple Country Head Start
Attn: Admin. Assistant
444 Shady Elm Road
Winchester, VA 22602

Deadline for Submission: Open until Filled

Apple Country Head Start is an equal opportunity employer.