

**Early Head Start & Head Start Full Day Coordinator**

Community Action is seeking an individual to lead implementation and oversight of Early Head Start and Head Start (EHS/HS) regulations and practices in a full day, full year child development environment at Educare of Lincoln. As a member of Community Action’s EHS/HS Management Team and Educare of Lincoln’s interdisciplinary team, the Full Day Coordinator will work closely with the Director of EHS/HS and the Educare of Lincoln School Director to help ensure seamless integration of EHS/HS regulations, program policies, and procedures within the Educare model and with its Core Features in order to create a high-functioning school attuned to the needs of enrolled children and their families.

**Key Responsibilities of this Position include:**

* Collaborate with the School Director and members of Educare of Lincoln leadership team to ensure consistent implementation of policies and procedures throughout all classrooms, and to conduct ongoing on-site monitoring to proactively address concerns in order to prevent any area of non-compliance.
* Daily oversight of compliance with Head Start Performance Standards and licensing regulations.
* Develop and maintain in-depth understanding of Educare Core Features and their interaction with Head Start Performance Standards.
* Develop and facilitate orientation and ongoing professional development for classroom staff related to EHS/HS and licensing regulations.
* Assist with the drafting of HS/EHS policies and procedures and dissemination of these to the Educare Parent Committee and EHS/HS Policy Council.
* Oversee and monitor Child and Adult Care Food Program implementation and record-keeping.
* Provide support to ensure compliance with Eligibility-Recruitment-Selection-Enrollment-Attendance (ERSEA) regulations and approved practices.
* Document services provided in program data information system.

Minimum of a Bachelor’s degree in Early Childhood Development, Social Work, Child, Youth, and Family Studies, Human Services, or related course of study. At least three years experience working in an early childhood development-related field and at least one year in a center-based environment required. Experience working with low-income or other vulnerable populations, particularly with young children and their families, required. Experience with Early Head Start, Head Start, NAEYC Accreditation, or a program similar in rigor preferred. Strong verbal and written proficiencies of the English language required.

**For more detailed information, or to submit application materials, please contact Human Resources at 402-875-9315 or** [**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)**. To apply, a completed application, resume, and cover letter are required.**

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