

Northern Panhandle Head Start, Inc.

Job Openings as of 8/19/22

FULL-TIME WITH BENEFITS

EHS Parent Educator - Hancock & Ohio Counties: Requires Associates Degree in Early Childhood Education; 1 year experience working with families, excellent communication skills, ability to develop supportive relationships with very young children and families. Full year - \$12.48 per hour.

Infant/Toddler Teacher - Ohio & Marshall Counties: Requires Infant/Toddler CDA. Associate's Degree in Family/Child Development or Early Childhood Education with specialization in infants/toddlers (preferred). Full year - \$12.48 per hour.

Teacher - Ohio & Marshall Counties: Requires Associates Degree in Early Childhood Education or Child Development or related field with at least 12 credit hours in child development or early childhood education. Full year - \$13.48 per hour.

Teacher Floater - Hancock, Ohio & Marshall Counties: Requires Associates Degree in Early Childhood Education or Child Development or related field with at least 12 credit hours in child development or early childhood education. Full year - \$13.48 per hour.

Pre-K Teacher - Ohio & Marshall Counties: Requires minimum of Bachelor's degree in Early Childhood Education or Child Development or related field with at least 12 credit hours in child development or early childhood education. Part year - \$14.90 per hour.

Teacher Assistant - Ohio County: Requires High School Diploma or GED, willingness to successfully complete the Child Development Associate program; demonstrated written & verbal communication skills; at least 1 year of experience in a pre-school or similar setting. Duties include supervision of children and assisting them in developing self-help skills and documenting daily progress and activities of children. Full year - \$11.33 per hour.

Teacher Assistant Floater - Ohio & Marshall Counties: Requires High School Diploma or GED, willingness to successfully complete the Child Development Associate program; demonstrated written & verbal communication skills; at least 1 year of experience in a pre-school or similar setting. Duties include supervision of children and assisting them in developing self-help skills and documenting daily progress and activities of children. Full year - \$11.33 per hour.

Bus Driver - Brooke County: Requires CDL, Class B or higher with passenger and school bus endorsements. Part year - \$14.53 per hour.

CCP Social Service Specialist - Hancock & Ohio Counties: Requires High School Diploma or GED and willingness to complete Head Start Family Engagement Certification; Associate's Degree in Social Services, Mental Health, Family Development or related field preferred; ability to work with families in diverse situations; knowledge of existing community resources; and knowledge of Microsoft Office. Full year - \$14.20 per hour.

Family Resource Advocate - Hancock, Brooke, Ohio, & Marshall Counties: Requires High School Diploma or GED and willingness to complete Head Start Family Engagement Certification; Associate's Degree in Social Services, Mental Health, Family Development or related field preferred; ability to work with families in diverse situations, complete home visits, & knowledge of existing community resources. This position works in collaboration with other agencies partnering with Head Start. Full year - \$14.20 per hour.

Kitchen Aide - Ohio County: Ensures kitchen is sanitary, well-maintained, and the nutrition program runs smoothly. Duties include: preparing food, cleaning, & shopping. High school diploma required. Full year - \$11.33 per hour.

Head Start & Early Head Start Mentor/Coach: Requires minimum of Bachelor's degree in Early Childhood Education or related field, 2+ years early childhood classroom teaching experience in coaching and mentoring staff; strong organizational skills; working knowledge of computers and knowledge of Performance Standards. Full year - \$18.00 per hour.

Child Development/Disabilities Assistant: Requires Associate degree in Child Development or Special Education. Provides mentoring and support for field staff in curriculum, assessment and challenging behaviors as indicated and/or directed. Provides clerical support to Child Development/Disabilities Coordinator. Substitutes in the classroom for short or extended periods of time when directed to assure educational services to children occur. Experience in child & family services, efficient organization and teamwork building. Ability to travel around 5 county service area, ability to handle multiple tasks, and ability to work in a fast paced environment. Full year - \$12.48 per hour.

CCP-EHS Monitoring & Compliance Auditor: Requires Associate Degree in Child Development, Early Childhood Education, or related field; 2+ years working with children/families in education or human services field, knowledge of service delivery area, knowledge of WV Child Care Licensing Regulations, excellent communication skills and knowledge of Microsoft Office. Full year - \$14.32 per hour.

Human Resources Assistant: Requires Associates Degree in Business Administration or related field. Provide technical, clerical, and administrative assistance to the Human Resources Manager by developing reports, compiling, and maintaining personnel records, coordinating the staff recruitment process, providing technical assistance in benefits administration, conduct interviews and respond to routine correspondence. Full year - \$12.48 per hour.

Human Resources Clerk: Requires High School Diploma or GED. Provides clerical and administrative assistance to the Human Resources Department by developing reports, compiling and maintaining personnel records, assisting with the staff recruitment process, and responding to routine correspondence. Excellent communication skills, ability to organize tasks, prioritize, and be self-directed, demonstrated working knowledge of word processing, spreadsheets, creating forms, and other similar computer functions. Full year - \$11.33 per hour.

Program Assistant - Hancock/Brooke, Ohio, Marshall & Wetzel Counties: Requires Associates Degree in Early Childhood Education. Provide administrative support to county Program Coordinator, provide coverage in centers, serve as a liaison between field staff and supervisor. Full year - \$12.48 per hour.

Nursing Supervisor: Requires BSN, knowledge of community health care & nutrition resources, knowledge of prevention & identification of infectious disease & child development. Full year - \$44,137.60 per year.

PART-TIME

MIHOW Home Visitor: Visits homes of Ohio County pregnant mothers & families with children up to age 3. Minimum qualifications include high school diploma/GED; parenting experience; knowledge/skill in rearing young children. 20-29 hours per week. Full year, no benefits. Full year - \$10.00 per hour.

All positions require a valid driver's license, ability to travel the 5 county service area, and the ability to pass background checks, including drug/alcohol screening.

Northern Panhandle Head Start, Inc.

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Wheeling, WV 26003

304-233-3290

An Equal Opportunity Employer

www.nphheadstart.org

