

## VACANCY NOTICE

TITLE: Even Start Educator/Lead ECE Teacher  
Full-time 12 months

Certified Position

### DUTIES:

#### **General:**

- Recruit eligible families to the Even Start program, in accordance with Federal and State Even Start legislation.
- Provide classroom-based and home-based integrated instruction in the four component areas of Even Start (early childhood education, parenting education, adult education, and parent/child activities), working cooperatively with the school district, educational partners, (partner agency), (CBO), and Even Start Coordinator to plan and deliver services to a caseload of 8-12 families.
- Build community networks to provide delivery of services for families in need. Disseminate information to human service agencies and communicate with school administrators and Even Start educators in other school districts on a regular basis.
- Act as a liaison between parents and educational settings as appropriate.
- Accurately document and record family interactions, collect data, and prepare required reports.
- Assess and recommend professional development to meet mandate of Even Start and NYSED.

#### **Specific**

- Select research based curriculum and sequence learner outcomes to be delivered in ECE center-based classroom setting.
- Organize and maintain classroom/lab for maximum learning environment.
- Monitor and evaluate student progress as defined by Even Start performance indicators and other required assessments.
- Direct activities of teacher aides.
- Act as lead teacher to other Even Start Family Educators.
- Provide and assist Even Start Family Educators in the development of lesson plans and curriculum for pre-school age children based on research and best practices.

### QUALIFICATIONS:

- Minimum of a 4 year degree in education or related field
- NYS Teaching Certification in Early Childhood (Birth – Grade 2) and/or Elementary Education
- Experience in teaching reading and/or in early childhood education
- Experience in working with “most in need” families and/or children
- Literacy Certification preferred

START DATE: ASAP

SALARY:

Contact Person: