



**HEAD START
COORDINATOR (EDUCATION) (SUPERVISORY)**

You do not need to apply again if you are already on the eligible list for this position

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



We are looking for a Head Start Education Coordinator (Supervisory) to provide support and direct services to employees as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

Position Summary: Under general direction, this position develops and ensures the proper delivery of educational services to the Head Start children and their families throughout the area served by the Sacramento Employment and Training Agency; provides training and technical assistance to Head Start Program staff; monitors and evaluates educational services provided by the Sacramento County Head Start Programs; supervises assigned staff; and prepares annual assessments of the Educational component of Head Start Programs in Sacramento County.



Starting Salary: \$25.79 per hour

Benefits:

- | | |
|--|--|
| Medical Benefits (6 plans to choose from) | Paid Jury Duty |
| Dental Benefits | Pension (mandatory contribution required) |
| Life Insurance | Retirement Health Savings Accounts and 457 plans |
| Vision Insurance | Paid Holidays |
| Health Savings Account (HSA) | Paid Vacation |
| Educational Reimbursement: up to \$1500 annually | Paid Sick Leave |
| Access to the Public Employee Student Loan Forgiveness Program | Regional Transit Monthly Pass Reimbursement |

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least five (5) years of experience as an Early Childhood Head Teacher or Center Director preferable, including two years in the Head Start program, or two (2) years of successful supervisory experience in a similar program assisting the Early Childhood Development of young children;

Education:

- I. Bachelor's or advanced degree in Early Childhood Education;
OR
- II. Possession of a Bachelor's or advanced degree in any field related to child development and possession of a Child Development Site Supervisor Permit or higher as verified by the State of California Commission on Teacher Credentialing.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

****Due to COVID-19, the recruitment for this position may be a virtual recruitment, meaning exams, and interviews will utilize electronic mediums such as video conferencing.***

HOW TO APPLY: This is an Open Recruitment. Open to the public as well as current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

POSTING DATE: Friday, April 30, 2021

FINAL FILING DATE: Wednesday, May 12, 2021 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

