

Date Posted: July 1, 2009

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Special Services Coordinator

Employer/ Agency: Gulf Coast Community Services Association (GCCSA)

Job Description: The primary scope for this position is to be responsible for coordinating an exemplary, innovative Disabilities and Mental Wellness Program consistent with Head Start Program Performance Standards and other pertinent Federal, State and Grantee guidelines. The Special Services Coordinator will provide comprehensive, high quality service through commitment and leadership that empowers the 'whole child and whole family' through partnering with family, staff and the community. The Special Services Coordinator is responsible for ensuring a full range of options necessary to meet children's special needs. This includes: administration, prevention, identification and referral, and coordination of treatment.

Qualifications: Bachelor's degree from an accredited university in Special Education, Early Childhood Development, Social Work or other related field required. Master's degree preferred. Minimum of three (3) years experience working with children with special needs and their families. Minimum of two (2) years of management experience. Experience in Head Start/Early Head Start preferred. Experience in developing, implementing, and evaluating successful programs for children with special needs. Experience in developing, implementing and evaluating disabilities and mental wellness programs. Knowledge of issues of low-income families, especially minority groups. Knowledgeable about the emotional development of preschool-age children (birth to 5 year olds). Direct experience of managing government funded programs is highly desirable.

Salary: \$42,000.00-52,000.00.

Send your resume and cover letter to:

HOW TO APPLY

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application and then send your resume with the position in the subject to recruiter@gccsa.org

***If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you***