

QUINCY COMMUNITY ACTION PROGRAMS, INC. HEAD START

QCAP Head Start has recently been awarded an Early Head Start Expansion Grant. This opens up exciting opportunities for our high quality Head Start/ Early Head Start Education and Care Program, program.

Early Head Start Coordinator Oversee daily operations for all program operations for Early Head Start. Responsibilities include promoting high quality early education standards, leadership, staff supervision, & assuring regulatory compliance. Bachelors Degree in Early Childhood Education required; Master's degree preferred, supervision experience, EEC Infant Toddler Lead Teacher and Director I certification required.

Family Resource Specialist /Educational Home Visitor:

Provide home based services through weekly home visits for families of infants and toddlers enrolled in the Early Head Start program.

Ability to plan and coordinate educational activities for infants and toddlers

Assist in the planning and implementation of weekly parent-child playgroup.

EEC Infant Toddler Certification preferred and 2 yrs. Exp. in related field req.

Education Specialist (site director): Oversee daily operations for our NAEYC accredited center Responsibilities include promoting high quality early education standards, leadership, staff supervision, & assuring regulatory compliance. Bachelors or advanced degree, supervision experience and Director I EEC certification required.

Full-time Toddler and Preschool Teachers: 35 hours/week, 52 weeks/year, benefits-eligible, degree or earning degree, shifts vary. Must be Teacher Certified by the Department of Early Ed. and Care (EEC).

Excellent Benefits

Send cover letter & resume to:

Quincy Community Action Programs, Inc.

Personnel Coordinator

1509 Hancock Street

Quincy, MA 02169

E-Mail poreilly@qcap.org

QCAP seeks a diverse workforce and is an Equal Opportunity Employer