

DATE: January 11, 2023

TO: Area Newspapers

FROM: Tammy Arend
ECFD Department Director

Denise Stewart
Executive Director



**Lakes and Pines Head Start has an opening for a
Special Services Coordinator**

As a Special Services Coordinator you will make a difference in the lives of co-workers you will:

- Mentor staff by conducting classroom observations
- Ensure that all facets of the Special Services Service Area meet or exceed Head Start Performance Standards
- Conduct Home Visit, Socialization, and classroom observations for families of children with Special needs
- Provide direct supervision of Early Childhood Resource Coaches

We are excited to offer you:

- \$19.00/hour
- Medical, dental and life insurance
- Retirement with up to 5% match after meeting enrollment requirements
- Vacation and sick leave
- 13 paid holidays per year (including 1 floating holiday)
- Work mileage reimbursement at the current government rate
- Education reimbursement opportunities for approved education plans and also many professional development opportunities

Qualifications:

- Bachelor's Degree in Early Childhood Education or closely related field
- Experience working with children with special needs
- Must possess knowledge in adult learning styles
- Must have the ability to communicate verbally and in writing with adults as well as children
- Must have willingness to work in classroom environments
- Must possess leadership, administrative and communication skills in order to coach staff

For information, job description, and application contact Lakes and Pines C.A.C., Inc. at 1700 Maple Avenue East, Mora, MN 55051-1227; (320) 679-1800 x138 or www.lakesandpines.org. Reasonable accommodations made upon request. Minorities, women, people with disabilities and veterans are encouraged to apply. Lakes and Pines is an equal opportunity employer.

All applicants are required to complete an agency application.

Position is open until filled.