



**GCCARD HEAD START  
MEMORANDUM**

**COMMISSIONERS**

Bryant Nolden  
*District 1*

Brenda Clack  
*District 2*

Ellen Ellenburg  
*District 3*

Kim Courts  
*District 4*

Mark Young  
*District 5*

Drew Shapiro  
*District 6*

Martin Cousineau  
*District 7*

Ted Henry  
*District 8*

David Martin  
*District 9*

**ADMINISTRATION**

Matthew A. Purcell  
*Executive Director*

Stephanie L. Howard  
*Deputy Executive Director*

**PROGRAM DIRECTORS**

*Maint. & Facilities Director*

Tamitha Taylor  
*Nutrition Svcs. Director*

Joy Haynes-Hawkins  
*Finance Director*

Kelli Webb  
*Head Start Director*

Keshanda Jones  
*NSC Director*

Chevon Wilborn  
*Nutrition Svcs. Asst. Director*

Michael Isom  
*Home Maint. Asst. Director*

Ashnee Young  
*NSC Asst. Director*

TO: GCCARD Head Start Staff  
FROM: Kelli Webb, GCCARD Head Start Director  
SUBJECT: Community Wide Employment Opportunity  
DATE: September 10, 2018

GCCARD Head Start is accepting applications from qualified candidates for the following positions:

**EHS EXPANSION TEACHER:**

**Salary:** (\$16.47-\$18.74) – Full-time, 52 weeks per year. Single coverage health care is provided. Dependent children coverage is available at employee expense.

**General Statement of Duties:** Plans, implements and directs the educational and early learning experiences of preschoolers in a classroom setting using the Creative Curriculum. Works closely with parents and other program staff; provides directions to program assistants and volunteers; works under general supervision; performs duties as required.

**Minimum Qualifications:**

Associate degree in Early Childhood Education or Bachelor/advanced degree in Early Childhood Education or a related field with coursework equivalent to a major relating to early childhood education with 0-5 teaching experience. All applicants must have 2 semester hours in childcare administration, and 3 semester hours in infant/toddler development and care.

**EHS EXPANSION PRIMARY CAREGIVER:**

**Salary:** (\$13.24-\$15.02) Full time, 52 weeks per year. Single coverage health care is provided. Dependent children coverage is available at employee expense.

**General Statement of Duties:** Performs a variety of tasks under the direction of the teacher; assists teacher in overall classroom operation; primary caregiver for four children; performs related duties as required.

**Minimum Qualifications:** CDA in infant/toddler care or AA degree in child development. Prefer individuals with experience in an infant toddler room **OR** Interim position for individuals that are enrolled in a program that will lead to an associate or baccalaureate degree or are enrolled in a CDA credential program to be completed within two years of the time of hire. Preference given to past and current parents of Head Start.

**EHS TEACHER**

**Salary:** (\$16.47-\$19.08) – Full-time, 52 weeks per year. Full benefit package included (sick, vacation, personal days, family health, dental plan, retirement, etc.)

**General Statement of Duties:** Plans, implements and directs the educational and early learning experiences of preschoolers in a classroom setting using the Creative Curriculum. Works closely with parents and other program staff; provides directions to program assistants and volunteers; works under general supervision; performs duties as required.

**Minimum Qualifications:** Bachelor or advanced degree in Early Childhood Education or a related field with coursework equivalent to a major relating to early childhood education with 0-5 teaching experience. All applicants must have 2 semester hours in childcare administration, and 3 semester hours in infant/toddler development and care.

**PRESCHOOL TEACHER:**

**Salary:** (\$16.47-\$19.08) – Full-time, 42 weeks per year. Full benefit package included (sick, vacation, personal days, family health, dental plan, retirement, etc.)

**General Statement of Duties:** Plans, implements and directs the educational and early learning experiences of preschools in a classroom setting using the Creative Curriculum. Works closely with parents and other program staff; provides directions to program assistants and volunteers; works under general supervision; performs duties as required.

**Minimum Qualifications:** Bachelors or advanced degree in early childhood education or a degree in a related field (such as special needs), with preschool teaching experience. A degree in related field means a college degree (Bachelor degree or higher) with a program of study which included 6 or more courses in early childhood education and/or child development (with not less than the 18 credit hours). Candidate must have completed a childcare administration class or may be granted a waiver to complete one within a year of hire.



**PRESCHOOL TEACHER ASSISTANT:**

**Salary:** (\$11.24-\$13.02) depending on education and experience, full time, 42-52 weeks per year. Benefit package available. Full benefit package included (sick, vacation, personal days, family health, dental plan, retirement, etc.)

**General Statement of Duties:** Performs a variety of para-professional tasks under the direction of the teacher; assists in managing students, classroom activities, and paperwork.

**Minimum Qualifications:** Prefer AA degree in early childhood education or child development or preschool CDA is acceptable. Prefer individual with experience as an assistant in a preschool program. Preference given to past and current parents of Head Start. OR Interim position for individuals that are enrolled in a program that will lead to an associate or baccalaureate degree or are enrolled in a CDA credential program to be completed within two years of the time of hire.

**PRESCHOOL HOME VISITOR**

**Salary:** (\$16.47-\$19.08) depending on education and experience, full time, 42-52 weeks per year. Benefit package available. Full benefit package included (sick, vacation, personal days, family health, dental plan, retirement, etc.)

**General Statement of Duties:** Plans and implements weekly home visits throughout Genesee County for families with children under 3 and bi-monthly socialization groups. Assists parents in working with their children to meet appropriate developmental and family goals.

**Minimum Qualifications:** Bachelor degree in early childhood education, child psychology or social work.

**PROCEDURE TO APPLY FOR ABOVE POSITIONS:**

All qualified applicants and eligible in-house applicants can **apply online** at [www.gccardheadstart.com](http://www.gccardheadstart.com) **OR** come to the GCCARD Head Start office at 601 N. Saginaw St, Suite 1B, Flint, MI 48502 to **complete an application, submit a resume, transcripts and 3 professional letters of reference** **OR** mail items indicated to the address listed above. A complete official transcript will be required prior to appointment. Must have access to reliable transportation. No copies will be made at this office. **Applications will not be accepted after 4:00 p.m. September 21, 2018**

\*Eligible In-House applicants are those individuals who have worked for the Head Start program in a full-time, part-time, and/or temporary capacity for at least 12 consecutive weeks within the last 12 months or a GCCARD Head Start parent. All In-House candidates must meet the minimum requirements and submit a separate application, resume, and transcripts for each position applied for.