



POSITION OPENINGS – June 10, 2019

To apply for positions, please send a completed application (found on the homepage of our website, www.communityactionmidne.com, under the career tab) to: Community Action Partnership of Mid-NE, Human Resources, P.O. Box 2288, Kearney, NE 68848-2288. Applications may also be picked up or dropped off at 16 W 11th Street, Kearney, NE; or any of our office locations throughout our service area. Applications can be submitted by fax to (308) 865-5681, or emailed to the individual listed under the contact information for the position. If you have any questions regarding the submission of an application, please call (308) 865-5675 and ask for Carrie. If you have questions about a job listing below, please contact the individual listed.

*** All successful applicants must pass a pre-employment drug test and criminal background check as required by agency policy.**

*** Community Action Partnership of Mid-NE requires a High School Diploma or GED as the minimum educational requirement for all positions. Consideration may be given for those working towards a GED, or willing to work towards obtainment of a GED.**

Position: Head Start Staff Development Coordinator - Kearney

Applications accepted until June 18, 2019.

Responsibilities:

- Assist with the implementation of a systematic approach to staff training and professional development.
- Assist with training planning, preparation, and implantation opportunities for staff.
- Provide coaching to teaching staff based on Head Start school readiness goals, curriculum, and other approaches to professional development; and a process for achieving those goals.
- Ensure intensive coaching opportunities are provided to identified staff.
- Accurate completion of reports and forms related to coaching duties in a timely manner.

Desired Skills:

- Ability to assess education staff to identify strengths and areas of needed support.
- Ability to provide feedback and modeling of effective teacher practices directly related to program performance goals.
- Strong communication skills.
- Knowledge of adult learning styles and use of assessment data to drive coaching strategies to align with program performance goals.
- Competent knowledge of Word, Excel and PowerPoint.

Minimum Requirements: Bachelor's degree in Early Childhood Education or related field required.

Pay and Benefits: Starting wage is \$29,720-\$30,315. Position is full-time, 40 hours a week, full-year. Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information, call (308) 865-5690 and ask for Lisa or email lisag@mnca.net.

The Head Start Positions listed below are currently open and will begin with the 2019-20 school year. Start date is Thursday, August 1, 2019.

Position: Head Start Cook – Ogallala (Part-time, part-year)

Applications accepted until June 18, 2019.

Responsibilities: Individual will *prepare* meals for children, volunteers and staff, as well as *perform kitchen maintenance, inventory, and clean up, and purchase groceries*. It is **highly desirable** that the meals prepared are **home-made** and the use of “already made” food is limited. *Education or experience in food preparation, health and sanitation is required*. Must be able to work independently as well as part of a team. Individual must have a valid Nebraska’s Driver’s License and good driving record.

Pay and Benefits: Starting wage is \$10.18 an hour. Position is part-time, part-year; 32 hours a week for 39 weeks (August through May) or 60% FTE. Benefits are not available for this position.

For more information call (308) 345-5468 and ask for Sue, or email sueb@mnca.net.

Position: Head Start Teacher Assistant– Ogallala (Full-time, part-year)

Applications accepted until June 18, 2019.

Responsibilities: Requires **experience teaching preschool-age children** in a child care environment, as well as willingness to enroll in a program leading to an associate degree in early childhood, if currently not held, and attend *ongoing training (provided by the agency)*. A current child development associate credential or AA in early childhood is preferred, but not required. Individual will *assist the Head Start Teacher in the classroom* and perform the duties of the Teacher in his/her absence. *Must be a team player and model appropriate/professional behavior*.

Pay and Benefits: Starting wage is \$10.18-\$11.57 an hour depending on education and experience. Position is 40 hours a week for 42 weeks (August through May) or 81% FTE. Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (308) 345-5468 and ask for Sue, or email sueb@mnca.net.

Position: Head Start Teacher Aide – Ogallala (Full-time, part-year)

Applications accepted until June 18, 2019.

Responsibilities: Individual will assist the Teacher and Teacher Assistant in the classroom. *Must be a team player and model appropriate/professional behavior*.

Pay and Benefits: Starting wage is \$10.18 an hour. Position is full-time, part-year at 40 hours a week for 39 weeks or 75% FTE (August through May). Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (308) 345-5468 and ask for Sue, or email sueb@mnca.net.

Position: Head Start Teacher – Ogallala (Full-Time, Part-Year)

Applications accepted until June 18, 2019.

Responsibilities: Individual will *prepare and implement weekly lesson plans* and educational activities. Individual must have an AA in Early Childhood or a related field. If individual has a degree in a related field, they must have 6 hours of EC coursework or be willing to work towards 6 hours of EC coursework. *Must be a team player and model appropriate and professional behavior.*

Pay and Benefits: Starting wage is \$13.20-\$14.40 an hour. Position is full-time, 40 hours a week for 46 weeks (August through first part of June) or 88% FTE. Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (308) 345-5468 and ask for Sue, or email sueb@mnca.net.

Position: Head Start Teacher – Lexington (Full-Time, Part-Year)

Applications accepted until June 18, 2019.

Responsibilities: Individual will *prepare and implement weekly lesson plans* and educational activities. Individual must have an AA in Early Childhood or a related field. If individual has a degree in a related field, they must have 6 hours of EC coursework or be willing to work towards 6 hours of EC coursework. *Must be a team player and model appropriate and professional behavior.*

Pay and Benefits: Starting wage is \$13.20-\$14.40 an hour. Position is full-time, 40 hours a week for 42 weeks (August through May) or 81% FTE. Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (308) 865-5690 and ask for Sarah, or email sarahb@mnca.net.

Position: Head Start Teacher Aide – Cozad (Full-time, part-year)

Applications accepted until June 25, 2019.

Responsibilities: Individual will assist the Teacher and Teacher Assistant in the classroom. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$10.18 an hour. Position is full-time, part-year at 40 hours a week for 39 weeks or 75% FTE (August through May). Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (308) 865-5690 and ask for Sarah, or email sarahb@mnca.net.
