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## **Migrant Head Start Coordinator**

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties is currently accepting applications for the position of Migrant Head Start Coordinator. The position has day-to-day management and operational responsibilities for the Council's Migrant and Seasonal Head Start Program. The position is responsible for ensuring compliance in all content areas of the Migrant and Seasonal Head Start Program and serves as a liaison between Community Action Council, state partnerships and community organizations. Ensures program outcomes, staff training and technical assistance for center staff and compliance with funding source requirements. The standard operating hours are 8:30 a.m. – 5:00 p.m.; however, must be flexible to meet program needs.

Qualifications: Bachelor's degree in early childhood elementary education or related field. Five (5) years of child development experience in licensed/accredited/certified family child care homes or centers required, including at least two (2) years of direct supervision and managing multiple projects. Knowledge of Head Start Program Performance Standards, licensing regulations, NAEYC accreditation and knowledge of computerized management information systems. Bilingual in English and Spanish is preferred. Must obtain CPR and First Aid certifications, additional trainings as required or implemented by funding sources or to meet program objectives must also be obtained. Must obtain Certified Community Action Professional (CCAP), obtain/maintain Kentucky trainer's credential, and any screenings, physicals and/or testing required by funding source, licensing and/or regulations. Must have a valid Kentucky driver's license, and must provide proof of insurability.

Salary: \$47,476.00 - \$52,223.60 (plus excellent benefits)  
10% salary differential for bilingual applicants (English/Spanish)

Closing Date: June 28, 2018

Applications may be obtained at any agency office or by writing or calling or via internet: Community Action Council, P.O. Box 11610, Lexington, Kentucky 40576; (859) 233-4600 or 1-800-244-2275; <http://cacsq/EpicorHCM> for internal employees; and [www.commaction.org](http://www.commaction.org) for external applicants and click on jobs to access all job vacancies.

**Mission Critical position – 30 day notice required**

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OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**