

Northern Panhandle Head Start, Inc.

Job Openings as of 3/8/23

FULL-TIME WITH BENEFITS

Kitchen Aide – Ohio County: Ensures kitchen is sanitary, well-maintained, and the nutrition program runs smoothly. Duties include: preparing food, cleaning, & shopping. High school diploma required. Full year - \$11.33 per hour.

EHS Parent Educator - Hancock, Brooke & Ohio Counties: Requires Associates Degree in Early Childhood Education; 1 year experience working with families, excellent communication skills, ability to develop supportive relationships with very young children and families. Full year - \$12.48 per hour.

Infant/Toddler Teacher - Ohio County: Requires Infant/Toddler CDA. Associate's Degree in Family/Child Development or Early Childhood Education with specialization in infants/toddlers (preferred). Full year - \$12.48 per hour.

Teacher - Hancock, Ohio & Marshall Counties: Requires Associates Degree in Early Childhood Education or Child Development or related field with at least 12 credit hours in child development or early childhood education. Full year - \$13.48 per hour.

Teacher Floater - Hancock, Ohio & Marshall Counties: Requires Associates Degree in Early Childhood Education or Child Development or related field with at least 12 credit hours in child development or early childhood education. Full year - \$13.48 per hour.

Teacher Assistant Floater – Ohio & Marshall County Requires High School Diploma or GED, willingness to successfully complete the Child Development Associate program; demonstrated written & verbal communication skills; at least 1 year of experience in a pre-school or similar setting. Duties include supervision of children and assisting them in developing self-help skills and documenting daily progress and activities of children. Full year - \$11.33 per hour .

Bus Driver - Hancock & Brooke Counties: Requires CDL, Class B or higher with passenger and school bus endorsements. Part year - \$14.53 per hour.

Family Resource Advocate - Ohio County: Requires High School Diploma or GED and willingness to complete Head Start Family Engagement Certification; Associate's Degree in Social Services, Mental Health, Family Development or related field preferred; ability to work with families in diverse situations, complete home visits, & knowledge of existing community resources. This position works in collaboration with other agencies partnering with Head Start. Full year - \$14.20 per hour.

CCP-EHS Monitoring & Compliance Auditor: Requires Bachelor's Degree in Child Development, Early Childhood Education, or related field; 2+ years working with children/families in education or human services field, knowledge of service delivery area, knowledge of WV Child Care Licensing Regulations;, excellent communication skills and knowledge of Microsoft Office. Full year - \$14.32 per hour.

CCP Social Service Specialist - Ohio County: Requires High School Diploma or GED and willingness to complete Head Start Family Engagement Certification; Associate's Degree in Social Services, Mental Health, Family Development or related field preferred; ability to work with families in diverse situations; knowledge of existing community resources; and knowledge of Microsoft Office. Full year - \$14.20 per hour

Fiscal Assistant: Requires Associate's degree in Accounting. 3 years experience in accounting, accounts receivable, payroll, or related. Experience with fund accounting, accounts payable, accounts receivable, payroll, and general ledger and inventory control required. Must be computer literate. Full year - \$15.50 per hour.

Fiscal Manager: Requires Bachelor's degree in Accounting, Fiscal Management, or related field. Certified Public Accountant preferred. Familiarity with 501c3 organizations desired. Knowledge of state and federal financial systems, and knowledge of governmental and grant writing systems preferred. Working knowledge of Microsoft Office required. Must be organized and able to work cooperatively with other staff. Full year- \$52,436.80 per year.

All positions require a valid driver's license, ability to travel the 5 county service area, and the ability to pass background checks, including drug/alcohol screening.

Northern Panhandle Head Start, Inc.

1 Orchard Road, Suite 1

Wheeling, WV 26003

304-233-3290

An Equal Opportunity Employer

www.nphheadstart.org

