



TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425



JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following positions at Head Start / Early Head Start Centers :

Teacher – Walton Early Head Start

Teacher Assistant – Walton Head Start

Floater & Family Service/ERSEA Coordinator – Westville Head Start

Attention: Wage Increase

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays, Education Opportunities, Advancement Opportunities, Regular hours Monday - Friday

Applications may be obtained from any Tri-County Community Council office, HS Center, or online at www.tricountycommunitycouncil.com.

This position will remain open until filled.

For more information call HR Department at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE
WORKPLACE.**



Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Early Head Start Teacher
Department: Early Head Start
Reports To: Center Coordinator
FLSA Status: Non-Exempt
Prepared Date: May 2023
Approved By: Executive Director
Approved Date: May 2023
Salary Level:

SUMMARY Plan and initiate classroom activities according to the Early Head Start Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plan daily schedules for classroom to provide for the needs for the infant and toddlers.

Maintain records on each child.

Provide for creativity in music, art, language and dramatic play.

Promote respect for the individual and self-control.

Guide the child towards good habits, useful skills, wholesome attitude, self-reliance and independence.

Accept parents, be sensitive to their needs as well as children while establishing an atmosphere of trust, approval and Support through a friendly working relationship.

Cooperate with the Center Coordinator, other staff members and with parents.

Display the ability to be relaxed, nurturing without tension and to be confident.

Display the ability to accept responsibility and be dependable.

Demonstrate the ability to manage the classroom, use discretion & independent judgement that align with the Early Head Start mandates, rules & regulations; and be able to function in a crisis situation.

Assist in generating required in-kind for the center.

Assist in preparation of the newsletter.

Assist with Head Start Software data entry.

Attendance is essential part of this position.

Recruit parent volunteers.

Requisition supplies as needed.

Attend Individual Family Service (IFSP) meetings as needed.

Plan and conduct educational home visits and center visits as required.

Attend parent meetings.

Attend workshops and training sessions as required to enhance job performance.

Participate in fund-raising activities.

Understand and respect the Chain of Command.

Perform any other duties as assigned by the Center Coordinator that is in the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Child Development Credential (CDA) Infant/Toddler, and/or degree in Early Childhood Development or equivalent education and experience in related field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with all health regulation and background investigations. Must obtain 45 hour Children and Families Childcare Certificate; CPR and First Aide.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIROMENT The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Teacher Assistant
Department: Head Start
Reports To: Teacher
FLSA Status: Non-Exempt
Prepared Date: September 2022
Approved By: Executive Director
Approved Date: September 2022
Salary Level:

SUMMARY Assist Teacher in any way designated in keeping with the best interest of Head Start.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist teacher in all classroom activities and the supervision of the children.

Sit at table with the children during mealtime, eat same type of food, encourage good table manners, good nutrition and a peaceful environment.

Assist teacher in keeping the classroom free of hazardous materials.

Assist teacher with home visits as necessary.

Assist in other areas of the center as necessary.

Supervise the classroom in the absence of the teacher.

Attend parent meetings as necessary.

Assist in kitchen or other area of center as necessary.

Assist Teacher in preparing articles for newsletter if needed.

Attend workshops and trainings that will enhance job performance.

Accept responsibility and be dependable.

Communicate with small children.

Cooperate with staff members and parents.

Assist in generating in-kind for the center.

Escort children on the bus when needed.

Drive the Head Start bus as needed if qualified with proper license.

Good attendance is essential part of this position.

Understand and respect the Chain of Command.

Perform any other duties as assigned by the Teacher that is in the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or equivalent combination of education and experience. Within two years of hire must have a Child Development Credential (CDA) or comparable credential with focus on preschoolers or birth to five.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with all health regulation and background investigations. Must be willing to attend classes for Childhood Development Associate (CDA) immediately. CPR and First Aide.

Must complete the 40-clock hour Introductory Child Care training and 5-clock hour Early Literacy and Language Development.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision

abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Floater
Department: Head Start/Early Head Start
Reports To: Education Coordinator
FLSA Status: Non-Exempt
Prepared Date: September 2022
Approved By: Executive Director
Approved Date: September 2022
Salary Level:

SUMMARY Assist the program anyway designated in keeping with the best interest of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participate on program self-assessment team for annual assessment when needed.

Maintain confidentiality of all child, family, and staff records.

Perform duties in all areas of the center as needed, such as in the absence of a staff person in the classroom or kitchen.

Assist with playground time as needed.

Assist with transportation as a bus escort when needed.

Participate in pre-and in-service training and staff development opportunities for personnel and parents.

Must be willing to obtain a Child Development Associate (CDA) credential.

Must comply with State of Florida training requirement.

Assist staff with community organizations to update and distribute up-to-date Community Resource Guide.

Good attendance is essential part of position.

Understand and respect the Chain of Command.

Perform any other duties as assigned by supervisor that is in the best interest of the agency.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, & percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Driver's License; Proof of proper vehicle insurance coverage. Must comply with background and health screening, Florida training requirement, must complete the 40 hour Introductory Childcare Training and 5 hour Early Literacy and Language Development.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Family Service/ERSEA Coordinator
Department: Head Start/Early Head Start
Reports To: Head Start/Early Head Start Director
FLSA Status: Non-Exempt
Prepared Date: February 2024
Approved By: Executive Director
Approved Date:
Salary Level:

SUMMARY Establish and maintain cooperative collaboration with all 0-5 year-old child service agencies in the area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversee family engagement, eligibility, recruitment, selection, enrollment, and attendance components of the HS/EHS program.

Responsible for the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) service area plan, ERSEA policies, and overall ERSEA implementation.

Utilize the Parent, Family and Community Engagement Framework to promote parent engagement in Parent Committees, Policy Council, Advisory meetings, and the community.

Monitor and ensure the accuracy and timely completion of all family engagement documents. Monitor social services by completing a 20% spot check on all physical and computer records.

Establish collaborative relationships with community agencies that enhance the quality of services to children and their families.

Assist in the organizing and coordinating of parent training, parent days and increasing participation of parents in parent curriculum activities.

Assist the family in its own efforts to improve the condition and quality of family life.

Inform staff of resources available to the families to ensure that they can make appropriate referrals. Secure resource guides to be provided to the families.

Oversee each center's parent activities/involvement and assist when necessary.

Process applications to determine eligibility of applicants.

Design and follow a yearly recruitment action plan based on information from the community assessment and Child Plus reports.

Responsible for recruitment activities throughout the year in a manner that actively informs all families with Head Start and Early Head Start age eligible children within the service area of our services. This includes but is not limited to distributing flyers or brochures in area community offices, promoting the program using social media, as well as manning or finding coverage for community booths and events featuring non-profit agencies.

Responsible for updating information including enrollment charts, waiting lists, recruitment list and assigning child placement.

Maintain waiting list to ensure full enrollment as per policies and procedures.

Participate in criteria and selection committee to ensure that children with the highest need are being served.

Monitor attendance and follow-up of absences to assist children and families to maintain an average 85% attendance and other absences as spelled out in the attendance procedure.

Track chronic absenteeism and generate follow-up contact with parents up to and including letters, home visits and termination of services.

Conduct home visits as needed.

Initiate and maintain family literacy program for families.

Assist with community assessment updates if needed.

Maintain proficiency in software used in the Head Start/Early Head Start Program. Maintain confidentiality of all records.

Direct services to families in extreme circumstances.

Act as liaison to center for performance standard directives. Ensure compliance with all Performance Standards.

Team with all staff regularly to ensure efficiency and communication.

Review all records regularly to ensure accuracy and that all social service needs are being met.

Review documents as requested throughout the year.

Participate in evaluation teams as appropriate.

Represent Head Start/Early Head Start and promote the interest and needs of the program, the children, and the families. Communicate to other agencies the needs of Head Start/Early Head Start families and ways of meeting needs.

Serve on interagency councils, boards, and committees. Negotiate terms of collaborative agreements and present drafts to Program Manager for approval.

Attend workshops and training to enhance job performance. Attendance is an essential part of this position.

Respect and understand the Chain of Command.

Perform any other duties as assigned by the Head Start/Early Head Start Director that is in the best interest of the agency.

SUPERVISORY RESPONSIBILITIES

No supervisory duties.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree related to experience in family services, mental health and/or disabilities. Must obtain the Family Development Credential within 18 months.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, and percentages.

REASONING ABILITY

Ability to solve practical problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Current Driver's License; Proof of proper vehicle insurance coverage. CPR, First Aide, 45 hour Children & Families Childcare Certificate, must comply with all health and background screenings.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.