



PARENT/CHILD INCORPORATED

"A Family Oriented Corporation"

Job Announcements

Parent/Child Incorporated, where "*Quality, Comprehensive Child Care Services is our Business*", will be accepting employment applications for *School Year 2007 - 2008*.

Applications will be taken for the following positions between the hours of 8:30 a.m. and 5:00 p.m., at 145 Duncan Drive, Kelly USA. Parent/Child Incorporated offers a competitive salary, medical benefits, college assistance, retirement and life insurance, paid holidays, sick leave, annual leave, and in-service training.

Resumes or letters of interest may be mailed to Parent/Child Incorporated, Human Services Office, P.O. BOX 830407, San Antonio, Texas 78283-0407, attention Elena Medina, Human Resource Manager. No phone calls will be accepted. Resumes and letters of interest can be emailed to emedina@pcitx.com.

EDUCATION CENTER COORDINATOR III – Live Oak CDC, The Oaks CDC

- **Education:** A Bachelor or Associates Degree in Early Childhood Education, Child Development or related area. Six college hours in the management field.
- **Special Skills/Knowledge:** Able to manage a facility in compliance with TDPRS and Head Start Performance Standards. Knowledge in Early Childhood Education, Supervisory skills, ability to evaluate, direct and make qualified decisions for the center.
- **Experience:** Experience as an ECCA or ECCA/Teacher II. Must have experience working with young children.

FAMILY SERVICE TECHNICIAN II – Class

- **Primary Function:** Responsible for coordinating, implementing and evaluating all family service activities to include delivery of support services, preparing a Family Partnership Agreement and case management activities for their caseload of families.
- **Education:** High School/Equivalent
- **Special Skills/Knowledge:** Ability to plan and implement support services for families. Ability to apply principles of family support to their daily work. Must have good written and verbal communication skills.
- **Experience:** Two (2) years experience working with families with a strong emphasis in case management.
- Starting wage per hour: \$7.57

TEACHER AIDES

- **Primary Function:** A Teacher Aide is responsible for working under the direction of the teacher and the guidance of the Education Center Coordinator. Will assist the teacher in planning and implementing all aspects of the educational enrichment program for Pre-school children. Will act in the absence of the Teacher and be fully responsible for the overall classroom activities.
- **Education:** High School Diploma/Equivalent.
- **Special Skills/Knowledge:** Some knowledge of early childhood education.
- **Experience:** Six (6) months experience working with young children preferred.
- **Starting wage per hour:** \$6.89

CDA, ASSOCIATE, BACHELOR DEGREEED TEACHER

- **Primary Function:** To provide a safe, healthy and happy environment that fosters learning; implementation of individual education plans, planning and providing activities consistent with the Program's objectives and Head Start Philosophy and maintains accurate records with assistance of the Education Specialist. Supervises the Teacher Aide(s) and serves as parent liaison and as Senior Mentor to Education Instructional Assistants. Will provide leadership to the assessment of children in order to meet the National Reporting System mandate.
- **Education:** A CDA (Child Development Associate Credential), An Associate Degree, a Baccalaureate or advanced degree in Early Childhood Education or a degree related to Early Childhood education. Must have experience working with young children.
- **Special Skills/Knowledge:** Must have good written and verbal communication skills, knowledge and comprehension of all aspects of the Head Start Program Performance Standards and TDFPS Child Care Center Minimum Standards.
- **Starting wage per hour:** \$9.24 - \$16.24

REGISTERED FAMILY DAY HOMES NUTRITION PROGRAM MONITOR

- **Primary Function:** Monitor for CACFP Compliance of food service to children in Registered Family Day Home Program. Provides training and technical assistance to Registered Family Day Home Providers to ensure all CACFP Regulations are met.
- **Education:** High School Diploma and Fifteen (15) college hours.
- **Special Skills/Knowledge:** Federal Nutritional Guidelines for children. Working computer applications and software knowledge.
- **Experience:** Two (2) years experience as a Family Day Home Provider or as a Program Monitor.
- **Starting wage per hour:** \$9.19

SUBSTITUTES (Temporary)

- **Education:** High School Diploma/Equivalent.
- **Special Skills/Knowledge:** Some knowledge of early childhood environment.
- **Experience:** Six (6) months experience working or volunteering with young children preferred.
- **Starting wage per hour:** \$6.00

MAINTENANCE WORKER

- **Education:** High School Diploma/Equivalent.
- **Special Skills/Knowledge:** Working knowledge of standard practices, procedures, materials and processes of the painting or plumbing trade. Ability to use small motor tools.
- **Experience:** Two (2) years of progressive experience as a painter or plumbing helper.
- **Starting wage per hour:** \$8.33

WORKING CONDITIONS FOR THE ABOVE LISTED POSITIONS

- Lifts 5-10 pounds frequently, 10-50 pounds occasionally, more than 50 pounds infrequently.
- Maintains emotional control under stress.
- Moderate walking, standing, stooping, kneeling, bending, and twisting.
- Work indoors and outdoors in varying climate conditions.
- Subject to visual acuity, speech/hearing, hand/eye coordination, and manual dexterity.
- May be required to work more than 40 hours during the workweek.

Parent/Child Incorporated is an Equal Opportunity Employer and does not discriminate against individuals based on race, color, disabilities, sex, religion, national origin or age. Individuals interested in being considered for the above positions and possess the required qualifications are encouraged to submit an application to the Human Services Office. Interested internal individuals should submit a memo of interest.