

Economic Improvement Council Inc.

HEAD START

Equal Opportunity Employer

JOB DESCRIPTION

JOB TITLE: Male Involvement Specialist

SUPERVISOR: Head Start Director

WORKING HOURS: Normally 8:30 a.m. to 5:00 p.m. Monday – Friday

WORK STATION: Head Start Office and Field

Male Involvement Specialist

DUTIES AND RESPONSIBILITIES

- Coordinate program services for males within the Head Start Program.
- Monitor and oversee direct services to males.
- Connect and coordinate male involvement within program activities.
- Other duties as assigned.

Education / Experience / Qualifications

- Associates Degree in Social Service or related field
- 3-5 years related experience.
- Demonstrated ability to apply independent judgment in situations involving children with parent and community involvement.
- Experience with families and staff from diverse cultural, linguistic and socio economic backgrounds required.
- Must have valid driver's license and must meet insurance guidelines established by the Corporation.
- Must have the ability to read, comprehend, give and follow instructions.
- Ability to learn and maintain knowledge of Head Start Performance Standards and the Head Start Act.
- Must be computer literate and have experience with Microsoft Office.

Salary Range: \$13.76 - \$14.20