



*******JOB ANNOUNCEMENT*******

POSITION: **Program Support Coordinator**

COMPONENT: **Head Start/Early Head Start**

QUALIFICATION/REQUIREMENTS: Performs fiscal, programmatic and administrative work required to ensure the efficient operation of the Head Start & Early Head Start program. Maintains filing systems composes correspondence; prepares travel and training requests, orders supplies and schedules appointments. Maintains an equipment and supply inventory for Head Start office and classrooms. Coordinate with Early Childhood Services Specialists with trainings, guidance documents, and other duties associated with program coordination and compliance. Coordinates with Center Managers to monitor staff attendance, timesheets, leave requests, and site files for staff for compliance. Works with the Finance and Human Resources and to assist supervisors with HR/personnel data, policy and procedure requests. Assists with reports/ and furnishes information requested from within and outside the division, including - but not limited to - the federal Head Start Program, Bright from the Start, local licensing, and partner agencies. Prepares documentation for internal/external audits including federal program monitoring

BENEFITS: Part time employees are not currently eligible for any benefits and will not be paid for agency Holidays.

SALARY RANGE: \$17.00 – \$19.00 (Hourly pay range)

DAYS/HOURS: Monday through Friday

BACKGROUND CHECK REQUIREMENTS: **MUST HAVE CRIMINAL BACKGROUND CHECK AND RECEIVE A SATISFACTORY CRIMINAL FINGERPRINT BACKGROUND CHECK FROM DECAL UPON HIRE.**

MUST PASS A SUBSTANCE ABUSE TESTING AND REFERENCES REQUIRED, E.O.E.

**RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.
1000 MAIN STREET, P. O. BOX 1808
FOREST PARK, GEORGIA 30289-1808**

Application Deadline Friday May 28, 2021

Equal Opportunity Employer