

CHILD EDUCATION COORDINATOR
\$4,238-\$5,203/month, 37.5 hour work week
Closes: 5pm, Friday, July 30, 2010

The Department of Human Services' Head Start Program is seeking a Child Education Coordinator to develop the annual education plan and curriculum, train and provide instructional tools and methodologies to Early Childhood Center Directors and Instructors and monitor program progress to ensure goals, objectives and health and safety standards are met. We'll also rely on you to assist with the preparation of the program budget and recommend fund allocations for equipment and supplies.

Minimum requirements include an AA degree in Public Health, Education, Public Administration or a related field and 2 years of progressively responsible work experience in social service, public health or educational programs. The completion of 24 units in Early Childhood Education, experience in an early childcare setting and bilingual skills in Spanish, Cantonese or Mandarin are desirable. A Bachelor's degree is highly desirable. Candidates who receive offers for employment will be required to obtain a Bachelor's degree by January 2013.

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Human Resources Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information or access a copy of the City's announcement and employment application at: www.oaklandnet.com. Click on "City Jobs" to view current openings. EOE