**Rainbow Learning Enrichment**

**River Valley M & S Head Start**

202N. Schuyler S-107, Kankakee, IL 60901

**** Ph: (815) 932 0569 Fax: (815) 932 0595

**Illiana M & S Head Start**

150 South Randolph Street, Sheldon IL 60966

Ph: (815) 429 3174 Fax: 815 429 3195

**DBA**



[www.rvmshs.org](http://www.rvmshs.org)

<https://www.facebook.com/MigrantHeadStart>

### Essential Qualifications & Experience Education Coordinator

#### Education:

#### Baccalaureate or advance degree in early childhood education or child development; or

#### A baccalaureate or advanced degree in education with an Illinois Pre-K certification;

#### Have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education;

#### Preferred Spanish-speaking, experience with migrant farm workers;

#### Experience:

#### Demonstrates understanding of Head Start philosophy.

#### Demonstrates understanding of the principles & practices of Early Childhood Development.

#### Experience working with infants, toddlers or preschoolers.

#### Familiarity with community resources.

#### Experience organizing and managing multiple responsibilities under pressure and documenting extensive information.

#### Experience in the use of computer data base and/or word processing. Knowledge of the challenges and strengths of low-income and migrant families.

* Demonstrates Supervising and Leadership ability.
  + Good interpersonal and communication skills, including the ability to work as part of a team, Bilingual (Spanish/English) preferred.

### Additional Requirements:

* Regular access to a reliable vehicle; have a valid Illinois driver's license and vehicle insurance.
* Ability to pass a physical exam every two years and a TB test yearly. Must be able to comply with background check, including fingerprints, as required by the agency and/or Illinois Licensing Agency.

### Working Conditions:

* This is a seasonal employment, running from June – October.We are offering unemployment benefits.
  + Trainings (which might involve travel out of the area) are required previous and during opening of the center
  + You might be required to work at either or both of our two centers (Sheldon IL / Kankakee IL)
* Tasks that involve possible exposure to blood, bodily fluids or tissues.
* Job requires sitting for long period of time (during planning and reporting) and standing for long periods of time (during observations and training), as well as stooping, squatting, and running;

### Benefits:

### Competitive wages (according to qualifications), Unemployment, Sick and Holiday Pay

**The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted with DHS approval.**