

HELP WANTED: PACE, Inc. is hiring for a Head Start Lead Teacher, Head Start Teacher, and Head Start Children's Services Manager

PACE Head Start and Early Head Start provides family-centered child development programming for over 264 income-eligible families with children from birth to age 5 living in the Greater New Bedford area.

The program is at no cost to families who qualify. Part and full-day center-based services are available Monday through Friday part-year and year-round.

MISSION STATEMENT

The mission of PACE Head Start is to provide a family-centered child development program for eligible children in the Greater New Bedford area. Families are empowered through a range of services which include:

- an early education experience that builds upon a child's strengths and engages parents as partners
- child care options that address the diverse needs of families
- meaningful parent involvement opportunities
- advocacy to overcome obstacles and improve quality of life
- collaborations with community agencies

Services are provided in an environment that promotes respect, fosters inclusion, and celebrates diversity among children, families, and staff.

LEAD TEACHER

SALARY: \$19.84 – \$22.64 per hour, 30 – 40 hours per week, 39 – 52 weeks per year

BA degree in Early Childhood Education or related field, EEC Lead Teacher qualified for pre-school aged children and knowledgeable of EEC regulations. Driver's license required. Must be able to pass a background record check.

Primary responsibility for supervising the teacher, planning and managing the daily activities of the classroom, communicating cooperatively with parents, teaching staff, and component managers concerning program operations and services to children and families.

Must be able to physically to bend, stoop, lift, and carry items weighing up to approximately 75 lbs. Must also have the ability to climb stairs, stand and walk continuously throughout the work day. Must meet state and federal mandates pertaining to credentials and professional development.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Thursday, September 9, 2021

TEACHER

SALARY: \$13.66 – \$14.96 per hr., 30 – 40 hrs. per week, 39 – 52 wks. per yr.

CDA credential or AA degree preferred in Early Childhood Education or related field, EEC Teacher qualified for pre-school aged children, and knowledgeable of EEC regulations.

Driver's license required. Must be able to pass a background record check.

The Teacher will have secondary responsibility for planning and managing the daily activities of the classroom, communicate cooperatively with parents, teaching staff, and managers concerning program operations and the needs of individual children and families.

Must be physically able to bend, stoop, lift, and carry items weighing up to approximately 75 lbs. Must also have the ability to climb stairs, stand and walk continuously throughout the work day. Must meet state and federal mandates pertaining to credentials and professional development.

Low cost Health Insurance, Dental, Vision Plan, and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Thursday, September 9, 2021

CHILDREN'S SERVICES MANAGER

SALARY: \$27.53 – \$31.38 per hour, 35 – 40 hours per week, depending on funding, 48 – 52 weeks per year

Candidate must meet qualifications for Director I and II as stated in EEC guidelines. BS or BA in Early Childhood Education or related field required. Must be physically able to safely supervise pre-school children, including but not limited to: lifting a child up to 40 lbs., pushing/pulling up to 75 lbs., climbing stairs and participating in field trips and neighborhood walks. Minimum of three (3) years' experience in a pre-school program and one (1) year of supervisory experience required. Must be able to pass a background record check.

The responsibilities for this position are all-encompassing, and vary dependent upon deadlines and priorities. Oversight of the Education Department, working in conjunction with the Director and the Education Coordinator from the other site, guide priorities. The Children's Services Manager will also collaborate regularly with other managers, as well as, network with other professionals in the community. Professionalism, supervisory skills, flexibility, and strong writing skills are necessary to succeed in this position. This role includes the responsibility of managing a site and ensuring daily operations run effectively within that location. Occasional travel for workshops and meetings, availability for evening meetings.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Deadline to apply: 5:00 p.m., Friday, September 17, 2021

Must e-mail a cover letter with your mailing address, title of position, and resume/application to:
hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

