

# **PACE is Hiring for Teachers, Assistants and Classroom Specialists for their HEAD START Program**

**JOB POSTING: PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.  
Deadline to apply for all positions: 5:00 p.m., Monday, July 12, 2021**

P.A.C.E is hiring in New Bedford for its Head Start Program for the following positions: Lead Teacher, Teacher, Classroom Specialist and a Family Advocate.

## **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 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., Monday, July 12, 2021**

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: [hrjobapplications@paceinfo.org](mailto: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

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## **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 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.

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### **CLASSROOM SPECIALIST**

**SALARY: \$22.92 – \$27.19/hr., 30 – 40 hrs. per wk., 44 – 52 wks. per yr.**

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

The Classroom Specialist will be responsible for supporting the education staff in implementing and utilizing the Pyramid Model. This role will assist children who are presenting challenging behaviors by coaching/modeling social emotional techniques and strategies to the education staff and children. They will supervise Floater Teachers, and Support Staff. This position will support the Children's Services Manager with record keeping, data collection, and overall operations of the child development and education component of the Head Start Program.

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.**

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## **FAMILY ADVOCATE**

**SALARY: \$16.79 – \$20.88/hr., 20 – 30 hours per week, 39 – 52 weeks per year depending on funding and caseload assignments.**

AA or BA in Social Services or related field. Experience working with people from diverse cultural backgrounds, sensitivity to the needs of families with low-income and knowledge of community resources essential. Excellent communication, verbal and writing skills, computer skills (Microsoft Office Outlook, Word, and Excel), and the ability to speak another language (Spanish) desirable. Driver's license and access to a vehicle for home/agency visits required. Must be able to pass a background check and meet state and federal mandates pertaining to credentials and professional development.

The Family Advocate will be responsible for recruiting and enrolling eligible children for Head Start services. He/she

follows procedures for enrollment, completes forms, verifies eligibility, and enters family data in the computer. Home visits and survey forms are completed to engage families in partnerships to improve and support the condition and quality of family life, while also encouraging parents to be involved in their child's education experience and school readiness. The Advocate participates in case management meetings to ensure that quality services are delivered to each child and family and maintains a record of referrals, supportive services, and outcomes. The Advocate will facilitate positive relationships between the Head Start Program, children, families, and community agencies and services.

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