



## COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

| <b>POSITON</b>                | <b>LOCATION</b> | <b>PROGRAM</b>           |
|-------------------------------|-----------------|--------------------------|
| <b>Disability Coordinator</b> | <b>Warren</b>   | <b>Children Services</b> |

**Closes: Open Until Filled** Full-time position available in our Central Office. Duties and responsibilities will include assisting in training, technical assistance and supervision of education staff and parents to increase knowledge and understanding in child growth and development; reviews and determines classroom center needs; conducts center visits; establish a network with the school system and other Preschool Programs; reports all instances of child abuse and neglect and perform all other duties required by the Head Start director.

**Qualifications:** Minimum qualifications for this position are a Bachelor Degree in Early Childhood Education, Child Development or related field/or prior experience working with children required. The qualified candidate must be computer literate, knowledgeable of basic office procedures, possess administrative office management skills and have good organization skills.

**Salary:** Salary for this position will be market competitive, with an excellent benefit package.

**Application Process:** For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue  
Bowling Green, KY

200 E. Fourth St.  
Bowling Green, KY

171 Center Street  
Bowling Green, KY

E-mail: [aroy@casoky.org](mailto:aroy@casoky.org)

**Note: Internal candidates will need to complete an internal application and return to Central Office.**

**EOE**

**M/F/D/V**

**Posted: 5/26/11**