



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.**

<b>POSITION</b>	<b>LOCATION</b>	<b>PROGRAM</b>
<b>Child Development Specialist</b>	<b>Warren</b>	<b>Children Services</b>

**Closes: Open Until Filled** Full-time position available in our Central Office with travel. Duties and responsibilities include training, technical assistance and supervision of education staff, providing assistance and supervision to education staff; providing support to parents in order to increase their knowledge and understanding in child growth development; reviewing and determining classroom needs; conducting center visits; establishing a network with local school systems; reporting all instances of child abuse; performing all other duties required by the Children Services Director.

**Qualifications:** Minimum qualifications for this position are a Bachelor Degree in Early Childhood Education, Child Development or related field. The qualified candidate must be computer literate, knowledgeable of basic office procedures, possess administrative office management skills and have good organization skills. Valid Kentucky driver's license required.

**Salary:** Salary for this position will be based on education and experience, 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)

**Funding Source:** Head Start is a federally funded program through an annual grant from the Department of Health and Human Services/Administration for Children and Families.

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

**EOE**

**M/F/D/V**

**Posted: 10/20/11**