



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Special Services Coordinator	Warren County	Children's Services

Closes: Open Until Filled

Full-time position available with our Children's Services in Warren County. Position is responsible for ensuring the disability services in the Head Start Program Performance Standards are carried out within the Head Start Program. The Special Services Coordinator is responsible for ensuring that children receive diagnostic testing, evaluation, and referral and implement a complete plan for identified special needs children.

Qualifications:

Minimum requirements are at least an associate's or bachelor's degree in child development or early childhood education or equivalent coursework required. Bachelor's Degree in Special Education preferred. Two years previous experience/ training working with special needs children/families required as well as knowledge of special needs pre-school children.

Maintains daily, weekly, monthly, and year-end record keeping of all component functions. Good record keeping and communication skills.

Salary:

Starting salary for this position is \$19.37 per hour 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:

921 Beauty Avenue
Bowling Green, KY 42101

200 East 4th St
Bowling Green, KY 42101

E-mail: resume@casoky.org

www.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.