



**Bolivar County Community Action Agency, Inc.**

**Eastgate Center, Suite 120**

**810 East Sunflower Road**

Cleveland, MS

38732

Phone: 662-846-1491

Fax: 662-843-0173

Email: [capdir@bolivarcaa.org](mailto:capdir@bolivarcaa.org)

**Elnora Littleton**

Executive Director

Head Start/ Early Head Start Director

**TO: THE GENERAL PUBLIC**

**FROM: LAVERNE FRANKLIN – INTERIM HUMAN RESOURCE DIRECTOR**

**RE: JOB VACANCY**

**DATE: AUGUST 13, 2020**

**Please be advised that there is a job vacancy in the Bolivar County Head Start Program as listed below:**

**1 – EDUCATION COACH**

- Support the instructional development of all teachers in understanding of the curriculum and varied assessments, and data analysis.
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success.
- Develop coaching plans for teachers to ensure student improvement.

**MINIMUM QUALIFICATIONS:**

**BS Degree in Early Childhood Development or a related field; and three years' experience working with young children.**

**DEADLINE:**

**Cover letters along with Resumes can be sent to [capdir@bolivar.org](mailto:capdir@bolivar.org). The deadline for applying is August 28, 2020**



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**Please be advised that there is a job vacancy in the Bolivar County Head Start Program as listed below:**

### **1 – BEHAVIORAL SPECIALIST**

- Manage cases and devise behavioral plans for special education students or individuals with developmental disabilities.
- Assess individuals, collect data, and write plans including Individualized treatment plans and communicate plans to parents, instructors, etc.
- Provide training and support for staff on the various behavioral issues.
- Collect, review, and analyze behavior trends and progress.

#### **MINIMUM QUALIFICATIONS:**

**Master's Degree in Special Education, Mental Health or Behavioral Sciences with at least a year of experience in behavior intervention;**

**Must be licensed by the Board of Certified Behavior Analysts and should be able to renew the license as needed;**

**Specialty certificate in Applied Behavioral Analysis or Special Education;  
and**

**Two (2) years' experience working with Individuals with Special Needs.**

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### **1 – COMPUTER INFORMATION TECHNOLOGIST**

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organize and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems
- Thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems.

#### **MINIMUM QUALIFICATIONS:**

**Bachelor's Degree in Computer Science, Information Technology or a related field; and three years' experience working in this area.**

**Master's Degree in Computer Science, Information Technology or a related field; and two years' experience working in this area.**

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**1 – Youth Service Specialist**

1. Provide liaison with officials of all public schools, in Bolivar County in order to be apprised of children who are eligible for enrollment in this program.
2. Provide liaison with all public and state agencies to develop meaningful job situations and projects for the participants.
3. Keep good lines of communication open with all worksites and supervisors advising them of their responsibilities and their rights while working with the participants.
4. Provide continuing evaluation to determine problem areas and obstacles which are hindering or preventing participant enrollment and/or success in the program; develop means to overcome these difficulties; and coordinate activities of the WIOA Youth Program.

**MINIMUM QUALIFICATIONS:**

**BS Degree Social Work, Education, or related field and 3 years' experience working with disadvantage youth and/or community.**

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**1 – AGING PROGRAM ADMINISTRATIVE  
ASSISTANT/TRANSPORTER**

- Provides administrative support to project staff.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Assist in the collection and review of all program reports to ensure accuracy.
- Assist in the completion of weekly and monthly program reports.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Assist Project Director in conducting site and home visits.
- Responsible for the delivery of meals at a minimum of three (3) days a week for those clients participating in the agency's Meal on Wheels program.

**MINIMUM QUALIFICATIONS:**

**AA Degree or five years' experience working with elderly people.**

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