



L.B.J.&C. Head Start

A limited Purpose Agency Serving

Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton,
Pickett, Putnam, Smith, Warren and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501 • Telephone (931) 528-3361 • Fax: (931) 528-2409 • www.lbjc.org

Outside Job Advertisement

November 23, 2020

Penny Meadows, Head Start Director, is advertising to fill a position vacancy.

Position: ERSEA/Transition Specialist

Location: Head Start Central Office
Cookeville, TN

Fringe Benefits: Health, Dental, Vision, and Life Insurance, Retirement
Program, Paid Holidays, Sick and Annual Leave.

Salary: \$17.80 per hour, 8 hours per day

Job Qualifications:

- ❖ Proof of a baccalaureate degree, at a minimum, preferably related to one or more of the disciplines they oversee.
- ❖ Bilingual (English/Spanish) preferred.
- ❖ Strong leadership abilities are necessary to manage the transition/family engagement unit for a large government agency.
- ❖ Ability to be a team leader/team player in a large service-oriented government program.
- ❖ Excellent interpersonal and communication skills are required to work with public agencies, Head Start parents, staff, and the community.
- ❖ Excellent training abilities are required to provide staff with training and development, including on-site consultation, coaching, and mentoring to other staff.
- ❖ Record-keeping experience and skills for managing by computer a large volume of transition service and Family Engagement information are required.
- ❖ Must be 18 years of age and maintain a current valid driver's license.
- ❖ Must be able to lift 40 pounds.
- ❖ Must furnish own transportation to travel service area.
- ❖ Must be able to pass a Pre-Employment Physical Examination, TB Test, Drug Test, and a Criminal History Record Check.
- ❖ Occasional out-of-town travel requiring over-night stay.
- ❖ Resume required.

All applications must be on the Corporation's current employment form. The applicant must also submit three references, which will be check in accordance with State licensing requirements.

The application must be submitted no later than **November 30, 2020** to the L.B.J. & C. Development Corporation, 1150 Chocolate Drive, Cookeville, Tennessee 38501-2206. Applications received by mail must be postmarked no later than **November 30, 2020**.

For information contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the L.B.J. & C. Central Office, Head Start Center, Career Centers, Indeed.com, or www.lbjc.org.

PM/gs

AN EQUAL OPPORTUNITY AGENCY

Funded by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families
L.B.J.&C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons
Such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals
With mental and physical handicaps. The 504/ADA/Title VI Contact Person: Barbara Pendergrass (931) 528-3361