

**To: ICAP Employees**  
**From: Personnel Office**  
**Re: Job Vacancies Announcement**  
**Date: May 6, 2019**

We have four positions open in the Sioux Falls office/center. **Concurrent advertising is being done within the agency and to the general public.** Present staff applying will be given first consideration. Contact the Madison office for the complete job description. If you are interested in applying, notify the personnel office in Madison of your intent to apply. **The closing date to apply for all positions is 5/17/19.**

### **Education Specialist (Based in the Sioux Falls Office)**

**Duties:**

- Responsible for supporting, supervising and providing training to teaching personnel in the Sioux Falls Center and Madison EHS classroom.
- Develop curricula and provide educational resources for staff and parents.
- Supervise, write and evaluate the Education Plan annually with parents, community members, Policy Council and staff to ensure compliance with the performance standards and other various federal and state regulations.
- Train staff, families and community on the Head Start Pre-Birth to Five Program and program options.
- Inspect facilities for health, safety, fire and occupancy violation and take necessary corrective action. Ensure compliance with all safety regulations.
- Responsible for interviewing, hiring, orientation and training employees; planning, assigning, and directing work; appraising performance; supporting and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

- Bachelor degree in Human Development, Early Childhood Education, or a degree in a related field preferred.
- Two (2) years related experience in working with children, preferably with preschool age children or infants and toddlers in an Early Childhood facility setting, adults and families with limited income or an equivalent combination of education and experience.
- Supervisory experience preferred.

**Hours / FLSA Status / Grade 8:**

- Exempt position
- 40 hours per week, year round
- \$18.29 - \$26.76 per hour, based on education and experience

### **Health Specialist (Based in the Sioux Falls Office)**

**Duties:**

- Responsible for educating families and staff in health education and maintaining health records for children to include the required health reports.
- Perform vision and hearing screenings on children and maintain immunization records.
- Teach prenatal and postpartum issues to families to include the awareness of the normal developmental and growth progress of infants and children.
- Perform height and weight assessments on each child.
- Provide training and necessary equipment to staff at sites on body substance isolation, universal precautions, hand washing and principles of communicable disease, CPR, first aide, etc.
- Instruct families, teachers and other staff on age appropriate nutritional principles, dietary plans, food selection and preparation.

**Qualifications:**

- Associate or Bachelor degree in Nursing or related field with an emphasis in the area of mental health, counseling or human resource development preferred.
- Current South Dakota Licensed Professional Medical training (Registered Nurse/Licensed Practical Nurse).

- Experience in working with children, preferably with preschool age children or infants and toddlers preferred.

**Hours / FLSA Status / Grade 8:**

- Nonexempt position
- 40 hours per week, year round
- \$18.29 - \$26.76 per hour, based on education and experience

**Early Childhood Teacher 2 (Sioux Falls Early Head Start Center)**

**Duties:**

- Act as a Teacher in the absence of the Teacher 1.
- Assist in preparing lesson plan in assigned area and submit to Teacher for review.
- Promote sound social and emotional growth through recognizing individual differences and cultural backgrounds.
- Set up and arrange the classroom so daily lesson plan requirements are met.
- Interact with children utilizing a variety of methods and techniques such as play activities, discussion and supervised role-playing.
- Facilitate all phases of in-kind collection, including educating parents/guardians of the importance of the in-kind, assisting in tracking in-kind contributions, and assuring that in-kind reports are submitted timely and that adequate in-kind contributions are provided.
- Facilitate and complete initial home visits and scheduled home visits each year.
- Document and report to Teacher all individual child development observations.

**Qualifications:**

- Infant & Toddler Child Development Associate Certification or Associate or Bachelor degree in an accredited program in Early Childhood Education, or a degree in a related field.
- One (1) year experience working with children, preferably with preschool age children or infants and toddlers or an equivalent combination of education and experience.

**Hours / FLSA Status / Grade 5:**

- Nonexempt position
- 40 hours per week, year round
- \$12.86 - \$18.82 per hour, based on education and experience

**Dietary Aide (Sioux Falls Early Head Start Center)**

**Duties:**

- Review planned menus for the day. Assist in the preparation of food items as assigned.
- Ensure that all proper sanitary regulations are complied with through sanitizing tables before and after each meal, washing hands, washing utensils and dishes and proper disposal of garbage.
- Collect and stack dirty dishes on cart and return cart to kitchen. Provide assistance to the children in the clean-up of mealtime.
- Clean up tables and floors in the classrooms where children eat.

**Qualifications:**

- High school diploma or GED preferred.
- One (1) year related experience and/or training preferred or an equivalent combination of education and experience preferred.
- Ability to be bonded.

**Hours / FLSA Status / Grade 1:**

- Nonexempt position
- 20 hours per week, year round
- \$9.10 - \$10.25 per hour, based on experience

**APPLICATION CLOSING DATE FOR ALL POSITIONS IS MAY 17, 2019**

ICAP is an equal opportunity provider and employer 