

Mississippi Action for Progress, Inc.

Position: Research/Family Services Generalist **Jackson, MS**

Opening Date: 08/24/2022

Closing Date: 09/02/2022

MS Action for Progress, Inc., an early childhood education program has an immediate opening in its Jackson, MS central office for the following position - **Research/Family Services Generalist**. Under the direct supervision of the Family Services and Research Development Director, the primary purpose of this position is to assure the Agency's compliance in the areas of *Eligibility, Recruitment, Selection, Enrollment and Attendance*. Incumbent will be responsible for monitoring, training, policy and procedure implementation, and agency collaboration with parents and the community. This position provides assistance to district and center staff to ensure up to date compliance verifying completion of services. **Desired Qualifications:** Master's Degree in Social Work, Consumer Science, Health Services, or a related field, and three years' demonstrated experience. A working knowledge of the Head Start Performance Standards and Mississippi Child Care regulations with demonstrated experience in case management preferred. Computer proficiency and strong verbal/ written communication skills required.

Position requires frequent travel, some overnight.

Covid-19 vaccination(s) required.

Submit resume' and official transcript to:

*Mississippi Action for Progress, Inc.
1751 Morson Road
Jackson, MS 39209
mgavin@mapheadstart.org*

Mississippi Action for Progress, Inc.

Position: Early Childhood Education Specialist

Jackson, MS

Opening Date: 08/24/2022

Closing Date: 09/02/2022

MS Action for Progress, Inc., an early childhood education program serving Adams, Amite, Claiborne, Franklin, Jefferson, Lamar, Marion, Pike, Walthall, and Wilkinson Counties in South MS has an immediate opening in its Jackson, MS office for the following position - **Early Childhood Education Specialist**. Under the supervision of the Early Childhood Education Services Director - the primary purpose of this position is to assure the Agency's plan for school readiness is carried out as prescribed in these counties. This position supports school readiness efforts by providing professional expertise in early childhood education and child development through frequent site monitoring, consultation, training, policy and procedure implementation, agency collaborations and tracking of all *ECE* services in assigned district. **Desired Qualifications:** Master's Degree in Early Childhood Education, Early Childhood Development, or Elementary Education with a minimum of 6 classes (18 hours) with ECE/ECD as primary focus, and at least three (3) years demonstrated/related experience with age groups 8 weeks to 4 years through employment or practicum, in a pre-school educational environment. **Minimum Qualifications:** Bachelor's degree in Early Childhood Education or Early Childhood Development, Elementary Education with minimum of 6 classes (18 hours) with ECE/ECD primary focus and at least five years demonstrated related experience with age groups of 8 weeks to 4 years through employment or practicum, in a pre-school educational environment.

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