

(Temporary) Education Specialist

CEO-Commission On Economic Opportunity

Troy, NY 12180

Education Coordinator

Full-time, Temporary

Onsite

\$28.00 - \$29.00 an hour

Posted on August 15, 2025

Organization Statement

CEO is a Community Action Agency that's committed to making a positive impact by supporting our customers, colleagues and community. We're looking for individuals to join our agency that support and believe in our Values of: Helping Others, Respect, Accountability, Innovation & Teamwork. CEO's many programs offer a broad range of services to meet the needs of our community.

Job Description

- Promote children's development and learning through the utilization of Head Start Performance Standards, State Education requirements, and OCFS Regulations as they relate to the education content area policies and procedures.
- Maintain a regular schedule of site visits to all CEO center/sites. Conduct regular classroom observations of Head Start classrooms to ensure compliance and quality. Provide specialized training, coaching, and support to classrooms. Develop plans for the improvement of classroom functioning as needed.
- Provide positive behavior management support to classrooms, staff, and children.
- To implement and enhance the comprehensive support of Early Head Start/Head Start programming. This position will ensure curriculum quality and monitoring and provide hands on support to classrooms throughout the program.
- Participate in all Education Team meetings.
- Collaborate with Early Childhood Services management team to ensure recommended services are implemented for children in a timely manner.

- Work in collaboration with program management to support the programs School Readiness efforts.
- This position is temporary, coverage for Maternity Leave***(September 2025-December 2025)

Responsibilities

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Qualifications

- Bachelor's degree in early childhood education (master's degree preferred) or related field and experience teaching preschool-age children, supervising staff.
- Background in Special Education and Behavior Management is preferred.
- A valid driver's license is required
- Candidate must be authorized to work in the US without VISA sponsorship

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Please note: applicants for this position will be required to complete standard background clearances. Apply: <https://www.ceoempowers.org/about/join-us/> Call: 518-272-6012, ext. 301
EOE/AA