

CORNERSTONE FAMILY MINISTRIES  
CHILDREN'S SERVICES DEPARTMENT

POSITION VACANCY ANNOUNCEMENT

OPENING DATE: January 20, 2009

CLOSING DATE: January 26, 2009

POSITION: CENTER MANAGER

LOCATION: Cuscaden Center, 3211 Sanchez St., Tampa Fl 33605

**POSITION PROFILE:** Center Manager is responsible for the daily operation of the center to ensure licensing and program compliance. Responsible for enrollment, record keeping to include, weekly books, parent fee payments and deposits, payroll, staff and children's files, and expenses. Prepares and submits end of month reports to the Program Manager. Mentors staff, coordinates staff training and orientation. Monitors classrooms to ensure quality standards are met. Manages center, working as a team member with all staff to ensure all aspects of center management are covered.

**KNOWLEDGE AND SPECIAL SKILLS REQUIRED:** BS/BA Degree with five (5) or more years of experience in Child Care Management. Child Development Associate Degree (CDA) or equivalent. Current Director's Credential, First Aide, Pediatric CPR and state required training (40 hours). Must maintain licensing required in-service hours annually.

**SALARY RANGE:** \$27,000-\$45,000

Send resume' to: [lockhart@cornerstonefm.org](mailto:lockhart@cornerstonefm.org)

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POSITION VACANCY ANNOUNCEMENT

OPENING DATE: January 20, 2009

CLOSING DATE: January 26, 2009

POSITION: Teacher – 2 year old classroom

LOCATION: Cuscaden Center, 3211 Sanchez St, Tampa, FL 33605

**POSITION PROFILE:** Responsible is responsible for planning and implementing developmentally appropriate activities in order to enhance the development of the children in the classroom. Responsible for preparing lesson plans, conducting assessments, completing Individual Education Plans (IEPs) for children in the classroom. Responsible for the classroom environment to include sanitization of toys and materials, room arrangement and requesting supplies from the center manager. Responsible for parent communication both verbal and written.

**KNOWLEDGE AND SPECIAL SKILLS REQUIRED:** AS Degree in Early Childhood Education, CDA or equivalent, current First Aide and Pediatric CPR. 40 hour licensing required training.

**SALARY RANGE:** \$16,640-\$35,000

Send resume' to [llockhart@cornerstonefm.org](mailto:llockhart@cornerstonefm.org)

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CHILDREN'S SERVICES DEPARTMENT

POSITION VACANCY ANNOUNCEMENT

POSITION: Family Support Coordinator

LOCATION: Cuscaden Center, 3211 Sanchez St, Tampa, FL 33605

**POSITION PROFILE:** Family Support Coordinator serves as a liaison between Children's Services and parents, therapists, and community professionals. Assists in enrollment and transitioning of children into the program. Provides information on available services, assists in determining needs and eligibility. Provides family support to parents with needs assessments, education, referrals and accessing services. Works with the staff to develop Individual Education Plans (IEPs), developmental assessments, and understanding of needed interventions and appropriate application of assessment tools. Develops family support plans, attends staffing and represents the child's best interest in planning services or transition to other programs. Maintains documentation and client notes, enters enrollment, assessment results and family support coordinated services into a database. Performs additional duties as requested.

**KNOWLEDGE AND SPECIAL SKILLS REQUIRED:** BA/BS in Social Work or related field, 2-3 years experience in early childhood programs. 40 hours licensing requirement.

**SALARY RANGE:** \$18,000-\$35,000

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