

Career Ladder **Children's Services**

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Presbyterian Medical Services operates over 100 programs across the state including Children's Services. The Children's Services Department offers Early Head Start, Head Start, Pre-K and Home Visiting/Parent Education. Children's Services provides an exciting career ladder for those who wish to enter and grow in the field of early childhood education. Employees are eligible for financial support and professional development opportunities throughout their career at PMS.

Job Title

Qualifications

Program Aide or Classroom Aide

- Must be 18 years of age

Developmental Support Assistant Family Services Assistant I Teacher Assistant

- Must be 18 years of age
- High School Diploma or equivalent

Home Visitor - Head Start Parent Educator

- High School Diploma or equivalent **AND**
- CDA, Preschool CDA, NM CDC **OR**
- Early Childhood Education Certificate **OR**
- AA, BA, or MA in Early Childhood Education, Child Development, Special Education, Family Studies, Social Work, Infant Studies, Human Services
- Experience working with families and young children

Early Head Start Teacher-In-Training Teacher I

- Must be 21 years of age
- High school diploma or equivalent **AND**
- CDA or NM CDC (EHS only) **OR**
- One year certificate in Early Childhood Education **OR**
- AA, BA, MA in Early Childhood Education, Early Childhood Multicultural Education, Child Development
- See job description for more details or contact PMS Recruiter

Head Start & Pre-K Teacher I Teacher I & Home Visitor Teacher - Pre-K Teacher II

- Must be 21 years of age
- AA, BA, MA in Early Childhood Education, Early Childhood Multicultural Education, Child Development **OR**
- AA with 29 credits in ECE and experience teaching preschool age children **OR**
- BA with 45 credits in ECE and experience teaching preschool age children
- See job description for more details or contact PMS Recruiter

Job Title

Qualifications

Family Services Assistant II

- AA, BA, MA in Human Services, Early Childhood Education, Child Development, Family Studies, Social Work, Counseling or related field
- A related degree must include six or more courses in the above mentioned fields

Center Supervisor I Center Supervisor II Center Supervisor III

- AA in Early Childhood Education, Early Childhood Multicultural Education, Child Development, Educational Leadership, Education Administration, Special Education, or related field with at least two years of experience in an early childhood growth and development setting **OR**
- BA in Early Childhood Education, Early Childhood Multicultural Education, Child Development, Educational Leadership, Education Administration, Special Education, or related field with at least one year of experience in an early childhood growth and development setting **OR**
- MA in Early Childhood Education, Early Childhood Multicultural Education or Child Development
- Supervisory experience
- See job description for more details or contact PMS Recruiter

Parent Education Administrator

- BA or AA in Early Childhood education, Marriage and Family Counseling, Social Work, Infant Family Studies, or closely related field
- Two years experience with identified target population such as: First time parents **OR** Families involved in CYFD's Child welfare or Juvenile Services and who have children under three **OR** Expectant Parents **OR** those with children under 5

Parent Education Manager

- AA in Early Childhood Education, Child Development, Special Education, Family Studies, Social Work or related field with four years' experience working with infants, toddlers or preschool children and their families **OR**
- BA in Early Childhood Education, Child Development, Special Education, Family Studies, Social Work or related field with two years' experience working with infants, toddlers or preschool children and their families

Children's Services Coach

- BA or MA in Early Childhood Education, Early Childhood Multicultural Education, Child Development or related fields.
- Two years' experience with infants, toddlers, and/or preschool aged children in early childhood education setting.

Job Title

Qualifications

Children's Services Coordination

Education

Family Services

Health & Nutrition

Home Visitor Services

Mental Health & Disabilities

- BA with a minimum of 45 credit hours in ECE
- Experience teaching children of any age from birth to five years
- Specialized education and experience apply to Health & Nutrition, Family Services, and Mental Health & Disabilities
- Knowledge of and experience in working with families and young children
- Supervisory experience preferred

Children's Services Administration

Administrative Assistant

Children's Services Office Supervisor

- Must be 18 years of age and possess high school diploma or equivalent
- Administrative experience

Children's Services Manager I

- BA or MA in Business Management, Management, Organizational Development, Social Work, Counseling, Education, Special Education, Early Childhood Education, Child Development or Family Studies
- Three years management / supervisory experience

Children's Services Manager II

- BA or MA in Business Management, Management, Organizational Development, Social Work, Counseling, Education, Special Education, Early Childhood Education, Child Development or Family Studies
- Four years management / supervisory experience

Associate Director of Children's Services

- BA or MA in Business Management, Management, Organizational Development, Social Work, Counseling, Education, Special Education, Early Childhood Education, Child Development or Family Studies
- Experience in fiscal management, grant writing, operations management
- Three years management / supervisory experience

Director of Children's Services

- BA or MA in Business Management, Management, Organizational Development, Social Work, Counseling, Education, Special Education, Early Childhood Education, Child Development or Family Studies
- Experience in fiscal management, grant writing, operations management
- Five years management / supervisory experience