

# EDUCATION COORDINATOR

## POSITION RESULT DESCRIPTION

### **NESD Head Start Program, Inc.**

**EDUCATION AND EXPERIENCE:** The Head Start Education Coordinator must have a BS/BA Degree in Early Childhood Education or Child Development or a Degree in a related field with a minor in Early Childhood Development. In addition, experience is preferred in the field of early childhood education. This person should have good verbal and written communication skills.

**QUALIFICATIONS:** The Education Coordinator is to have a working knowledge of the developmental and educational needs of children; able to work closely as a team with Head Start staff, parents and volunteers; must have adequate computer knowledge and skills; posses good leadership/mentoring skills; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times.

**PHYSICAL REQUIREMENTS:** The Education Coordinator must be able to lift 30 lbs. and occasionally heavier items. Extensive driving is required. Must have an initial employment physical examination and provide a doctor's statement of verification.

**WORK SCHEDULE:** The Education Coordinator is expected to work as per contract in accordance with the annual calendar.

**SUPERVISION:** The Education Coordinator is accountable to the Education/Disabilities Manager.

**EVALUATION:** The Education/Disabilities Manager will evaluate the Education Coordinator's performance two times in the first year and one time per year, thereafter.

**SALARY RANGE\ INCREMENTS:** The starting salary for this position is \$17.46 per hour. The Education Coordinator shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's years of experience with the program.

**Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities and/or personal priorities!**

### **POSITION OBJECTIVES:**

1. To supervise teachers, home visitors, assistants, and all unit staff ensuring the provision of comprehensive Head Start services – overall development, education, health, nutrition, socialization, transition and family involvement.
2. To continue developing and evaluating a quality education program, using sound child development practices, current educational directives and the needs of the child in the program.

3. To form and maintain linkages with area agencies who service preschool children and their families to ensure Head Start families get the best quality and most comprehensive support services.
4. To maintain a positive and respectful attitude and demeanor when interacting with families, coworkers and all members of the Head Start team.
5. To monitor & maintain facilities to ensure safety, standards, cleanliness, and optimum functioning for the Head Start children and staff.
6. To fulfill the administrative responsibilities of this position in an effective manner by completing all reports, assessments and record keeping.
7. To remain knowledgeable about relevant Federal Performance Standards, state and federal regulations and local program policies and ensure they are being followed throughout all areas of the program.

### **KEY RESULT AREA #1: Supervision, Employee Development and Mentoring**

**Objective:** To supervise, coordinate and assist teachers, home visitors, assistants, unit staff, and volunteers to implement services in the assigned areas.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

#### **Performance Standards:**

1. The Education Coordinator will assist the Human Resources Manager in the hiring process for unit staff and home visitors.
2. The Education Coordinator will conduct performance evaluations on each staff member after their completed probationary period and once per year thereafter. Will also recommend or provide the necessary training to assist staff in improving their knowledge and performance, according to need.
3. Visit each classroom to observe activities and complete the appropriate classroom checklists the designated number of times throughout the year.
4. Meet once a month or as needed with staff and FSC to evaluate children's progress, the operation of their unit and provide any technical assistance needed.
5. Provide staff training and development, including on-site consultation, coaching and mentoring to other staff.
6. Assist in planning and/or training for staff In-Servings and conferences.

### **KEY RESULT AREA #2: Education Coordination**

**Objective:** To continue developing and evaluating a quality educational program, using sound child development practices, current educational directives and the needs of the children in the program.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

#### **Performance Standards:**

1. Evaluate and update home base and center curriculum and assessment to reflect the most current early childhood education research and the Head Start Performance Standards and directives for ongoing program development.
2. Review home base and center lesson plans to ensure they reflect all developmental areas, are developmentally appropriate, provide individualization for all children in the program and include the required health and safety activities.
3. Complete/assist with the appropriate child development, behavior and health screening within the required time frame. (Including, but not limited to: DIAL, hearing and vision, Early Childhood Behavior Scales)
4. Arrange the necessary services for children with an identified need (including but not limited to developmental, social, behavioral) and continue to follow up with staff and families concerning those services and the children's progress.
5. Work with the parent and other Head Start staff as a member of the team to identify services needed and to increase the support/assistance to staff that work with children and families on a day to day basis.
6. To embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.
7. Engage in ongoing assessment of the quality of services provided and brainstorm suggestions for improvement.

**KEY RESULT AREA #3: Provision/Assurance of Services**

**Objective:** To form and maintain linkages with area agencies who service preschool children and their families to ensure Head Start families get the best quality and most comprehensive support services.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

**Performance Standards:**

1. Have a working knowledge of community resources available to assist staff, children and families.
2. Work with community agencies to create partnerships that will benefit the Head Start Program, its families and the community (i.e. volunteers, student teachers, speakers, etc.)
3. Monitor the development and implementation of Individualized Education Programs and family plans and keep the Disabilities Manager up to date on relevant information.
4. Link families with local school districts to help them develop a bond that will assist children who will be transitioning into Kindergarten.
5. Assist staff in identifying, reporting and providing supportive services in child abuse case, working with appropriate coordinators and managers.

**KEY RESULT AREA #4: Actively participating as part of a Team**

**Objective:** To maintain a positive and respectful attitude and demeanor when interacting with families, coworkers and all members of the Head Start team.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

**Performance Standards:**

1. Maintain a positive and respectful attitude and demeanor when working with families within the program.
2. Maintain a positive and respectful attitude and demeanor when working with coworkers within the program.
3. Work to brainstorm ideas, resolve conflicts, and participate as a positive member of the team.

**KEY RESULT AREA #5: Facilities/Environments**

**Objective:** To monitor facilities and provide appropriate technical assistance to ensure all educational, developmental, curriculum, health and safety requirements are met.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

**Performance Standards:**

1. Monitoring health and safety requirements. Working with unit staff and other coordinators in facilitating maintenance & upkeep of facilities.
2. Conduct the Health and Safety Checklist and safety screener for each classroom 2 times per year or as needed and follow up on necessary improvements.
3. Conduct the Creative Curriculum Implementation Checklist at least once and more often, if needed, and follow up on necessary improvements.
4. Make contacts with the landlord and/or local businesses for necessary maintenance of facilities.
5. Purchasing as needed for sites / working with budgeting / vendors /etc.

**KEY RESULT AREA #6: Administrative Responsibilities**

**Objective:** To fulfill the administrative responsibilities of this position in an effective manner by completing all reports, assessments and record keeping.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

**Performance Standards:**

1. Fill out and keep track of the required paperwork.
2. Review and file lesson plans, attendance, and other necessary paperwork.

3. Work with the Education Manager in reviewing annually the Education, Disabilities, Mental Health, School Readiness and other related Services Written plans.
4. To remain knowledgeable about relevant Federal Performance Standards, state and federal regulations and local program policies and ensure they are being followed throughout all areas of the program.

### **KEY RESULT AREA #7: Self-Improvement**

**Objective:** To be an asset to the organization and to continually improve in skills, responsibilities and attitude – both physically and mentally.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

#### **Performance Standards:**

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. To read all related directives, standards and plans in order to keep up to date with local, state and federal educational standards.
3. Maintain current, required education credentials and submit a copy to the main office to be kept in employee file.
4. To strive to better self through on-going, active professional development and maintain program “Professional Development Binder” profiling progress.
5. The Education Coordinator will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

**\*This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.**