

EDUCATION COORDINATOR/MENTOR/COACH

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.

QUALIFICATIONS: The Education Coordinator is to have a working knowledge of the developmental and educational needs of children and the ability to interact with young children effectively; be able to develop adult relationships in order to lead, supervise and mentor/coach staff; be able to work closely as a team with Head Start staff, parents and volunteers; must have adequate computer knowledge and skills; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times. Other high quality skills expected include: professionalism, good verbal and written communication skills, cooperation, decision making, dependability, planning and organizing work, team building and participation, and positive attitude.

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 \$17.55 to \$19.85 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 understand and implement solid Practice Based Coaching principles in order to facilitate and support staff in learning and implementing effective teaching practices that lead to positive outcomes for children.
3. 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.
4. 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.
5. To maintain a positive and respectful attitude and demeanor when interacting with families, coworkers and all members of the Head Start team.
6. To monitor & maintain facilities to ensure safety, standards, cleanliness, and optimum functioning for the Head Start children and staff.
7. To fulfill the administrative responsibilities of this position in an effective manner by completing all reports, assessments and record keeping.
8. 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, Leadership and Employee Development

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: The Education Coordinator will:

1. Assist the Human Resources Manager in the hiring process for unit staff and home visitors.
2. 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. Make regular site visits to support staff, model appropriate child interaction skills, and be a support in any areas that are needed (including, but not limited to teaching, cooking, cleaning, computer assistance, etc.)
4. Visit each classroom to observe activities and complete the appropriate classroom checklists the designated number of times throughout the year.
5. 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.
6. Provide leadership to staff, be available to provide support/resources in all areas and act as a positive example to others.
7. Assist in planning and/or training for staff In-Servings and conferences.

KEY RESULT AREA #2: Coaching

Objective: To understand and implement solid Practice Based Coaching principles in order to facilitate and support staff in learning and implementing effective teaching practices that lead to positive outcomes for children.

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

Performance Standards: The Education Coordinator will:

1. Attend the required training to become familiar with Practice Based Coaching processes and principles.
2. Lead TLC groups and/or other coaching groups as deemed necessary by the program using learned practice based coaching techniques.
3. Support teaching staff to promote the best outcomes for improved teaching practices and child outcomes.
4. Follow PBC protocol by following the coaching cycle components: planning goals and action steps, engaging in focused observation and reflecting on and sharing feedback about teaching practices within a collaborative partnership.
5. Complete, organize and submit all paperwork related to the NESD Coaching process.
6. Provide input into the betterment of the NESD coaching processes and programs.

KEY RESULT AREA #3: 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: The Education Coordinator will:

1. Become and maintain annual certification as a CLASS Observer.
2. Receive and maintain updated training in HOVRS Observation (if supervise home visitors).
3. Complete and maintain updated training and knowledge in the Creative Curriculum, Home Base Curriculum; implementing them with fidelity and Coaching to Fidelity. Along with completing the required paperwork to monitor using these tools.
4. 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.

5. Have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom.
6. 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.
7. 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)
8. 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.
9. 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.
10. To embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.
11. Engage in ongoing assessment of the quality of services provided and brainstorm suggestions for improvement.

KEY RESULT AREA #4: 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: The Education Coordinator will:

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 #5: 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: The Education Coordinator will:

1. Maintain a positive and respectful attitude and demeanor when working with children and 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 #6: 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: The Education Coordinator will:

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, The Fidelity Tool for Administrators (and assist in filling out the Fidelity Tool for Teachers) the designated number of times throughout the year 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 #7: 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: The Education Coordinator will:

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 processes and procedures related to Education, Disabilities, Mental Health, School Readiness and other related services.
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 #8: 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: The Education Coordinator will:

1. Attend and be actively involved in 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.**