

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

Job Title: Education Coordinator
Department: Head Start/Early Head Start
Reports to: Head Start/Early Head Start Education Services Manager

Summary: Assist in the development, implementation, and monitoring of the education component through supervision of classroom staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Responsible for day to day operations of assigned Head Start/Early Head Start facility.
3. Provide Leadership for staff at assigned Head Start/Early Head Start Site.
4. Maintain adequate staff and equipment to operate an effective education services program.
5. Visit the classrooms and staff for purposes of observation, consultation, supervision, monitoring and coaching.
6. Monitor field trip activities; approve time sheets and other paperwork and documentation completed by the teaching staff including home visits and parent/Teacher conferences.
7. Plan, coordinate, and carry out training events with education services staff and other components.
8. Train teaching staff on the designated screening and assessment of children and assist in implementing results in the classrooms.
9. Assist teachers in developing daily activities and lesson plans around child outcomes.
10. Assist the Education Services Manager in the development and implementation of the curriculum, and planning teacher meetings.
11. Plan an orientation for substitutes, new education component staff and volunteers.
12. Work with teaching staff to develop individual plans for improvement using designated classroom checklists.
13. Participate in family /child support meetings and Individualized Education Plan (IEP)/Individual Family Service Plan (IFSP) meetings, as requested.
14. Implement and monitor the National Association for Education of Young Children (NAEYC) accreditation process within the classroom.
15. Review Department of Human Service (DHS) licensing site books for current information.
16. Participate in the annual self-assessment and Community Assessment.
17. Annually hold meetings of preschool teachers, childcare providers, developmental preschool teachers and kindergarten teachers to promote partnerships and to discuss transitioning activities.
18. Develop and maintain partnerships with community schools and other programs and agencies.
19. Participate in training events and meetings as requested by the Head Start / Early Head Start Director.
20. Supervise Lead Teachers; evaluate as indicated annually.
21. Be knowledgeable of federal, state and local regulations regarding education services.
22. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.
23. Assist in delivery of supplies to classrooms and centers.
24. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: Responsible for day to day operations of assigned Head Start/Early Head Start facility. Supervise Lead Teachers. Is responsible for the overall supervision and evaluation of the classrooms. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; motivating to succeed and taking corrective action; addressing concerns and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree (B.A. /B.S.) from a four-year college or university in Early Childhood Education/Development, or have a B.A. /B.S. in another field with coursework equivalent to a major relating to ECE/ECD and experience teaching preschool-age children. Coordinator will have training and experience in areas that include: theories and principles of child growth and development, early childhood education and family support. Must

have staff supervisory experience and capacity to offer assistance to Lead Teachers in the implementation and adaptation of curricula to the needs of children in a Head Start classroom.

LANGUAGE SKILLS: Ability to read, analyze, and interpret policies, Head Start regulations, technical procedures, and applicable laws. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of parents, staff and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: Know basic computer operations including Windows, Microsoft Office products and e-mail. Willing to learn Head Start specific software and internet use.

REASONING ABILITY: Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER QUALIFICATIONS: Must be able to travel throughout the four-county service area regularly and travel occasionally state and nationwide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear; frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands, arms; climb or balance; stoop, kneel and crouch. The employee may occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee may visit classrooms of up to sixteen (16) children ages zero - five years, accompany the class on field trips, and accompany teachers on home visits. The noise level in the work environment is usually moderate. Employees may be exposed to childhood illnesses and may travel in inclement weather. May occasionally work evening and/or weekend hours.

Revision: 02/2016, 09/2018, 08/2021
Policy Council approval: 02/2016

Reviewed by: Sheri M. Wilson, Executive Director Date: _____

Signature _____ Date _____