COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota`

Position Description

Department:	Early Head Start	**Status:** Non-exempt
Position Title:	Education Coordinator	**Grade Level: F**
Immediate Supervisor:	Head Start/Early Head Start Director	

Management Approval:_____ **Date:**_____
Supervisor Signature:_____ **Date:**_____
Employee Signature:_____ **Date:**_____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Coordinates the coaching and professional development of the education staff and disability components of the Early Head Start (EHS) Program. Builds community and public relations representing the Early Head Start Program. Utilizes resources to ensure optimum benefit of Early Head Start participants and family members.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency and Early Head Start program and direction of the program.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Assists in the development and support of Personnel Policies, Procedures and job descriptions.
5. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
6. Maintains staff, client and agency wide confidentiality at all times.
7. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
8. Assists with grant preparation and oversees grant management within area supervised.
9. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
10. Attends meetings, workshops, and training sessions as approved by the Head Start/Early Head Start Director.
11. Participates on program related committees as approved by the Program Director.
12. Is required to travel by ground or air to meetings, conferences, trainings, etc.
13. Provides and oversees the education and disability training within the department.
14. Along with the Head Start/Early Head Start Director, completes Needs Assessment with all EHS Education staff, and completes observations to identify those staff for intensive coaching.
15. Completes coaching to all education staff.
16. Oversees the department inventory, as well as, securing necessary equipment and supplies.
17. Continues professional growth through educational and training experiences in their field.
18. Develops recommended policy considerations for Early Head Start and presents the considerations at appropriate meetings.
19. Ensures all required standards are maintained for the Early Head Start Program.
20. Prepares monthly Early Head Start Education and Coaching Program Summary for Policy Council and Community Action Partnership Governing Board.
21. Prepares for and coordinates Program self-assessment with the assistance of the Program Coordinators.

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22. Shares responsibility for planning Parent Committee meetings and parent involvement activities with other Program Coordinators.
23. With the assistance from the Head Start Education Coordinator, plans the Education Committee meeting.
24. Develops, implements, and coordinates program goals and objectives for the Education/Disability component.
25. Develops and implements monthly home base meeting agendas with the assistance of the Program Coordinators and facilitates the meetings.
26. Monitors classroom materials and makes recommendations to the Program Director.
27. Monitor child outcomes, analyzes data and prepares quarterly reports for use in coaching and professional development and shares information with management.
28. Supervises the Infant/Toddler Teachers and Home Visitors in the implementation of developmentally appropriate curricula.
29. Coordinates developmental screenings of all participants.
30. Refers participants who need additional educational special services to the appropriate agency.
31. Implements the Individual with Disabilities Education Act (IDEA) guidelines.
32. Monitors reporting system and reporting of Infant/Toddler Teachers and Home Visitors to include but not limited to: anecdotal reports, lesson plans or home visit report plans, individualized child plans, individualized child assessments and child outcomes.
33. Participates in staff and parent conferences with Infant/Toddler Teachers and Program Coordinators, as requested.
34. Completes all registration paperwork with Early Head Start home base and center base families, if needed per Family Partnership staff.

C. SUPERVISORY RESPONSIBILITIES:

1. Assists with Human Resource activities related to Educational staff to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Supervises Infant/Toddler Teachers, Teaching Assistants, and Home Visitors performance and progress within the department and completes performance evaluations in a timely manner.
3. Supervises educational staff by clarifying expectations, level of authority, accountability and responsibility.

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. BA/BS in Early Childhood Education or coursework equivalent to a major relating to Early Childhood Education with early education teaching experience.
2. Two years full-time experience teaching infants, toddlers, or preschoolers.
3. Past supervisory experience or professional development coaching experience.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Experience in planning, and presenting workshops, group informational presentations and media packets/recordings.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Proficient with computers and software to include Windows, Internet and Microsoft Office software and other office equipment.
10. Current CPR and First Aid Certification within one year.
11. Must attend Great Kids, Inc. supervisory training within first year of employment.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor in controlled and uncontrolled environments. High stress situations. Position may require the need to work non-traditional work hours.