

Child Start, Inc.
Job Description

Job Title: Education Coordinator

Revised: Created: August
2006 **PC Approved**

Supervisor: Education/Disabilities Manager

FLSA Status: Non-Exempt

Supervises: None

Program/Department: Head Start/ Early Head Start **Salary**

GENERAL SUMMARY:

The Education Coordinator provides support to direct providers of Early Childhood Education services in the Head Start and Early Head Start programs through regular monitoring, training, and evaluation of services to ensure compliance with state and federal regulations. The ideal candidate will have experience working in collaborative partnership with non-profit agencies in early intervention or education and have early childhood and/ or elementary experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Helps ensure delivery of services through tracking and monitoring screening and assessment requirements, program reports and other records; participates in the monitoring process for compliance with Head Start Performance Standards, Federal and State regulations and PIR requirements.
- Coordinates purchasing, monitoring, and distribution of education supplies, materials and equipment to staff and classrooms.
- Provides training and technical assistance for teaching staff regarding screenings, assessments, curriculum development, classroom environments, and other processes in the Early Childhood Field.
- Provide support to field staff utilizing Raising A Reader in a classroom, parent education or home visit program
- The Coordinator will be responsible for maintaining an inventory of books and materials and the distribution of these materials to sites Develop and maintain RAR inventory; Assist sites with annual inventory of RAR materials. Prepare and distribute materials to sites
- Provide technical assistance to sites, cultivate and maintain partner and provider relationships through provision of on-site coaching visits, workshops, family involvement efforts and classroom demonstrations
- Assist sites with planning and distribution of blue library bags /library activities
- Maintain communication with Education/Disabilities Manager regarding ordering needs/budget

- Provides classroom hands-on demonstration and modeling of best practices in early childhood education as identified.
- Assists with the development of and implementation of processes of programs and systems to promote positive child outcomes and school readiness.
- Assists in completing Classroom Assessment Tools-ECERS/ITERS/CLASS
- Communicates regularly, in person, electronically, and in written form with program staff.
- Contributes to program improvement by evaluating policies and procedures, forms, and departmental processes and making suggestions for improvement.
- Participates in the interview process for teaching staff.
- Protects operations by keeping confidential, private, and sensitive information within the parameters of policy and need-to-know requirements.
- Helps ensure safe and healthy workplace by following health and safety procedures and directives.
- Participates in meetings with community agencies and organizations to promote community partnerships and quality service delivery.
- Routinely drives to various classroom, site and community locations to provide support, monitoring and training for field staff.

QUALIFICATIONS:

Education and Experience:

- AA or AS in Early Childhood Education or related field, with a minimum of 12 ECE units.
- Minimum two years' experience in providing direct education services for infant-toddlers or pre-school age children.

OR

Equivalent combination of experience or education from which comparable knowledge and expertise has been gained AND

- Strong oral and written communication skills, including listening and reading, with the ability to make adjustments to convey information effectively to diverse populations
- Bi-literate in Spanish preferred
- Basic knowledge of principles and practices of adult learning and early childhood education
- Strong interpersonal skills; the ability to work with sensitivity and nuance with people across many ages, ethnicities, literacy levels and other factors
- Strong communication, problem solving and negotiation skills
- Ability to apply critical thinking and sound judgment in carrying out established procedures while working independently under minimal direction

JOB REQUIREMENTS:

- Willingness to travel between a variety of locations across the two-county area regularly

- Report any suspected child abuse as required by state law
- Ability to pass criminal record balance
- Clear TB test, and statement of good health from doctor are required as a condition of employment
- Ability to provide proof of immunization against measles, pertussis and influenza
- Valid California driver's license; vehicle liability insurance.
- Working knowledge of Telephone, fax, copier, personal computer with related software, including database, Word, Excel ,email and internet

OTHER SKILLS AND ABILITIES

- Ability to develop positive working relationships with other staff, parents, volunteers and community partners
- Must be committed to high standard of safety and be willing and able to comply with employer safety policies
- Must maintain regular and acceptable attendance in compliance with agency Attendance policy

This job description is not intended to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities and skills may vary depending upon agency needs.