

Child Start, Inc.

Job Description

Job Title: EHS-CCP Program Coordinator

Status: Non-Exempt

Program/Department: EHS-CCP

Supervises: None

Supervisor: EHS-CCP Program Manager

Created: June 2021

GENERAL SUMMARY:

The EHS-CCP Program Coordinator will work collaboratively with other administrative team members to ensure that services are provided in accordance with the Head Start Performance Standards and California State Licensing regulations and must: be able to build relationships based on mutual respect; demonstrate effective culturally sensitive communication skills; practice conflict resolution skills; have an on-going commitment to learning; possess good observation skills, and model best practices working with partners.

The EHS-CCP Program Coordinator provides ongoing support to the Early Head Start – Child Care Partnership Program Manager and Comprehensive Services Coaches in overall program planning and service delivery, providing information on resources, program options, training, and parent support to ensure access to services in the community.

The EHS-CCP Program Coordinator works closely with the administrative team, EHS-CCP Team, resource and referral agencies, and childcare providers to monitor and track families that are receiving subsidized care and supports parents with maintaining their childcare subsidy.

ESSENTIAL JOB RESPONSIBILITIES:

1. Training and Technical Assistance Coordination:
 1. Coordinates training and maintains records for ongoing technical assistance for EHS-CCP partners in order to meet performance standards regarding provider qualifications and ongoing training requirements.
 2. Develops resources and demonstrates best practices while working with childcare partners.
 3. Promotes continuous quality improvement and quality assurance efforts for the agency.
2. Monitoring:
 - a. Prepares and coordinates the collection of data for the annual community assessment.
 - b. Monitors to ensure that documentation and family records are located in both the children's files and the agency database (ChildPlus), in order to prepare internal reports and complete the annual Program Information Report (PIR).
 - c. Reviews and assists with program documentation to ensure accuracy, completeness, and consistency in adherence to regulations and requirements.
 - d. Communicates updates to administrative team and partners for planning, training, and monitoring purposes, and proposes adaptation to agency procedures, as appropriate.
 - e. Reviews and assists in analyzing program reports and records, and adopts changes accordingly, with appropriate prior approvals.
 - f. Reviews and processes provider's monthly invoice, attendance and in-kind.
 - g. Works closely with administrative team to ensure that supplies and equipment are readily available to staff and partners.
 - h. Serves as a lead in the coordination and monitoring of workflow distribution as requested and approved.
 - i. Assist in monitoring and tracks partners individual professional development plans, improving credentialing and participation in Napa and Solano County's quality rating system (QRIS).
3. Quality Assurance:
 - a. Coordinates staff calendars, including weekly site visits, classroom observations, and work groups to assess program needs and planning strategies for system/process improvement and/or development of early childhood education, disabilities, and mental health services in partnership settings.

- b. Supports the implementation of the agency's work plan to ensure the program/content goals and objectives are met.
- c. Monitors health and safety events in ChildPlus to ensure learning environments at provider sites meet program requirements.
- d. Provides statistical, analytical, and monitoring reports as requested.
- e. Maintains confidentiality of all child's', family, and agency information.

4. Program Services:

- a. Coordinates T&TA with Comprehensive Services Coach to integrate family partnership goals within classroom instruction, utilizing child and parenting curriculum as tools.
- b. Regularly shares information with Comprehensive Services Coach to ensure coordinated services meet the needs of individual children and families.
- c. Coordinates with Comprehensive Services Coach and partners to promote parent engagement in the program as a classroom visitor, volunteer, employee, and/or participate in family events and parenting education sessions.
- d. Develops a working knowledge of community resources.
- e. Monitors family emergency or crisis situations and provides assistance with resources and referrals.
- f. Coordinates with Comprehensive Services Coach on opportunities for parents to promote continuing education, employment training and other employment services through formal or informal networking in the community.
- g. Assists program with offering (either directly or through referral to local entities) the following:
 - training on pedestrian safety
 - opportunities to share experiences with other parents
 - any other activity designed to help parents become full partners in the education of their children.
- h. Coordinates the parent engagement calendar for meetings, parenting education sessions, family advocacy and leadership opportunities, and other activities that promote peer-to-peer and community connections.
- i. Participates in in-service, workshops, conferences, and college courses to enhance skills.

5. Teamwork:

- a. Communicates effectively to build trust.
- b. Works cooperatively with other agencies to meet the needs of families and children served.
- c. Coordinates child and/or family referrals.
- d. Provides support with transition planning for children.
- e. Provides flexibility to make thoughtful decisions in an evolving, multi-faceted environment with fluctuating demands.
- f. Communicates regularly with EHS-CCP Program Manager, partners, staff, and consultants.

6. Program Planning, Design, and Implementation.

- a. Assists EHS-CCP Program Manager in the development and implementation of the annual training plan, including local, state, and regional training.
- b. Anticipates future trends and articulates credible visions enabling innovative and appropriate program planning.
- c. Assists, supports, implements, and evaluates program development strategies.
- d. Assists, prepares, and coordinates relevant meetings, training and professional development activities as assigned, including monthly parent meetings and training cohorts for partners

QUALIFICATIONS:

1. Profession requirements based on the current Head Start Program Performance Standards and Head Start Act:

- a. An Associate of Arts degree in child development, social services or a related field or program, AND two years of full-time experience, providing social services to low income, multi-ethnic children and their families,

OR

- b. A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

- c. A minimum of three (3) years in administration, business leadership, and program design and management. Minimum 1 year of supervisory experience, preferred. Skilled in communicating orally and in writing with business, education, and community leaders; skilled in financial and other statistical analysis; skilled in program building, operations, data analysis, funding, and maintenance. Experience with working in government-funded programs is desirable.
2. Have the capacity to offer assistance to other educators in the implementation and adaptation of curricula to the group and individual needs of children in Head and Early Head Start programs.
3. Experience with or the ability to complete training in the following:
 - Environmental ratings scales (ECERS, ITERS, and FCERS).
 - Teacher/child interaction tools (CLASS).
 - Formative Assessment Instruments (DRDP 2015 Infant/Toddler and DRDP Preschool Fundamental View). Must be able to obtain training certificate in DRDP 2015 and Meaningful Observations (DRDP 2015).
 - Creative Curriculum and ASQ Screeners
 - Teaching Pyramid (All modules – Infant/Toddler and Preschool)
 - Family Development
4. Familiarity with and experience implementing Head Start/Early Head Start performance standards is strongly preferred.
5. Must possess good listening and organizational skills; be successful at getting others to look introspectively; know how to guide people with step-by-step instructions; and continuously support partners until goals are reached.
6. Good analytical/problem solving, communication, and interpersonal skills.
7. Ability to pass medical exam and TB test.
8. Valid California driver's license; vehicle liability insurance.

JOB CONDITIONS/COMPLEXITY:

1. Regular office and site visits with partners in both childcare centers and family childcare homes throughout Napa and Solano Counties.
2. Must be able to travel for conferences, training, and other program-related events outside the service area, often overnight.
3. Requires strong, culturally sensitive communication skills and the ability to work with a wide variety of people from varying backgrounds.
4. Occasional stooping or bending may be required, including frequent lifting (up to 40 pounds or an equivalent weight) required.

EQUIPMENT USED:

1. Telephone, fax, copier, computer with related software, including database, Word, Excel, PowerPoint, and Microsoft Teams.
2. Vehicle

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.

