

POSITION TITLE: EDUCATION COORDINATOR
RESPONSIBLE TO: HEAD START DIRECTOR
WORK SITE LOCATION: Madison Office
HOURS OF WORK: 40 hours/week - 52 weeks/year
DAYS PER WEEK: Monday - Friday - 8:00 am - 4:30 pm
SALARY RANGE: (TBD)
STATUS: Regular Full Time/Non-Exempt

JOB SUMMARY:

To effectively administer and implement in conjunction with other Management Team Members, a comprehensive and integrated Head Start services plan. To ensure that the program complies with Head Start Performance Standards and Minnesota Department of Human Services (DHS) regulations. To coordinate and implement a research based curriculum that meets the developmental needs of children. Promote a comfortable transition to the next level of education and oversee implementation of the same. To ensure employee development opportunities. To empower staff and parents as team members in a comprehensive approach to community-building.

PRIMARY JOB FUNCTIONS:

1. Supervise classroom staff in Canby, Granite, KMS, Madison, and Montevideo
 - a. facilitates personnel conflict issues.
 - b. complete annual and semi-annual evaluations.
 - c. provide feedback to staff regarding performance, classroom safety, room environment, lesson plans & family communications.
 - d. review lesson plans and provide feedback as needed
2. Monitor classrooms regularly for Head Start Standards, licensing & curriculum compliance.
3. Maintain CLASS Reliability
 - provide 2 CLASS observations in each of the classrooms in your area.
4. Coach and support classroom staff.
5. Ensure curriculum development, selection and compliance.
6. Help maintain and organize materials from storeroom.
7. Approve and purchase educational equipment, consumables and supplies.
8. Provide orientation for new educational staff.
9. Plan and implement staff trainings and meetings.
10. Develop and disperse literacy activities for classrooms and families.
11. Member of the Education Committee.
12. Responsible for School Readiness Goals/Child Outcomes Reporting
 - a. Reviewing progress checkpoints three times per year in the fall, winter, and spring.
 - c. Run reports to share with director and other necessary management bodies.
 - d. Review Data Analysis Reports from teachers after each checkpoint.
13. Review and update Child Care Program Plans yearly.
14. Responsible for securing child developmental screenings for children in Area 2.
15. Permanent member of interview team regarding teaching staff.
16. Substitute in classrooms as necessary.
17. Monitor ChildPlus attendance and follow up with staff.
18. Monitor and observe Clark Transportation Services once in the Fall and in Spring.
19. Attend Minnesota Head Start Association sponsored trainings and any other professional development training associated with the Head Start and Early Head Start programs.

SKILLS & QUALIFICATIONS:

1. A degree in Early Childhood Education or related field.
2. Experience with preschool children in educational settings
3. Continued training in Early Childhood Education (2% of hours worked)
4. Ability to develop School Readiness Goals(Children, Birth- 5 Years Old)
5. Possess administrative skills
6. Ability to cooperate with other staff members, school personnel and community organizations
7. Ability to write and speak effectively
8. Ability to relate to children and their parents in the program
9. Work experience in Community Service based programming preferred.
10. Past or present Head Start parent or student preferred

AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:

1. Have a valid driver’s license and access to an automobile.
2. Complete a Defensive Driving course every 3 years.
3. Must pass a background check.
4. Maintain first aid & infant/child CPR training certification.
5. Pass an initial TB screening.
6. Pass an initial physical.

JOB RESTRICTIONS:

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

Employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This does not constitute a written or implied contract of employment and may be revised by the agency at any time.

I am able to perform the essential functions of this job.

Signature

Date

EOE/Affirmative Action/ADA Employer