

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Education Services Coordinator
Division: Head Start
Reports To: Operations and Development Director
FLSA Status: Exempt
Revision Date: December 22, 2016
Job Classification: Grade 6

SUMMARY

The Coordinator of Education Services is responsible for designing and implementing an education, school readiness and early child development program that meets the educational and school readiness needs of each child and family while complying with all federal, state, local, and agency regulations and standards.

1. Develops a comprehensive Head Start Education Services and School Readiness Services Plan providing strategies for meeting the early child development needs of children in Head Start and providing strategies for meeting the needs of Head Start children and families who are preparing to move into public school or other child development programs.
2. Ensures that the Education Services and School Readiness Services Plan are fully integrated with all other Head Start services.
3. Responsible for recognizing changes in the community and incorporating any necessary changes into the education and school readiness plan, at least on an annual basis.
4. Develops education and school readiness resource material for distribution to staff and parents.
5. Conducts home visits, individual appointments and parent meetings as necessary to educate and inform parents about Head Start education, education and school readiness services.
6. Ensures that staff understands how to assess the individualized education needs of children and helps parents and staff formulate plans from this information.
7. Involves parents and community agencies in the planning, implementing and evaluation of the program curriculum and other education services.
8. Ensures staff knows how to familiarize parents with developmentally appropriate education procedures used in the Head Start classroom.
9. Ensures staff understands how to help parents improve their observation skills so parents can identify their child's strengths and needs.
10. Purchases appropriate classroom/playground equipment and supplies from vendors for all Head Start and childcare centers using established system.
11. Works with the division director to ensure expenditures remain within budget guidelines.
12. Provides training and technical assistance to program staff in area of child development, the maintenance of child education records, teaching

- materials/methods, developmentally appropriate practices and the fulfillment of performance standards and the Education Services Plan.
13. Participates in education-related professional groups in the local community.
 14. Observes performance of personnel providing education and school readiness services and provides an ongoing training program to improve or develop competencies to increase their proficiency.
 15. Helps teaching staff plan and provide age-appropriate learning experiences in the classroom and outdoors.
 16. Regularly monitors education services to ensure compliance with funding sources.
 17. Assists the division director in preparing the education component of the budget.
 18. Works as a cooperative team member with other Head Start Area Supervisors/Coordinators and agency staff in the effective integration of all program services.
 19. Achieves Classroom Assessment Scoring System (CLASS) evaluator certification, conducts CLASS observations in Head Start classrooms.
 20. Uses CLASS results to help develop an individualized plan to help staff improve their CLASS scores.
 21. Trains and works with teaching staff to ensure school readiness assessments are maintained in a computerized child tracking system to organize and track education and school readiness services.
 22. Maintains accurate records regarding purchases of classroom materials and supplies.
 23. Utilizes computer-generated reports from child tracking system to monitor education and school readiness services and to inform staff about areas that are not in compliance.
 24. Documents education and school readiness-related training provided to staff and parents.
 25. Provides staff with annual training concerning the school readiness process and school readiness skills for Head Start children.
 26. Collaborate with local school districts to establish formal and informal school readiness agreements. Updates these agreements on an annual basis.
 27. Creates a community with the Head Start program and local school districts to ensure a school readiness process that helps Head Start children enter Kindergarten well prepared and ready to learn.

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

SUPERVISORY RESPONSIBILITIES

Supervises Head Start Coaches and School Readiness Mentors, as assigned.

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 or advanced degree in Early Childhood Education or a baccalaureate or advance degree in any subject, and coursework equivalent to a major relating to early childhood education; with early education teaching experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, and word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple projects simultaneously

CERTIFICATES, LICENSES, REGISTRATIONS

Must have or obtain Conscious Discipline training and CLASS certification. Must have a valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described 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 regularly required to talk or hear. The employee frequently is required to stand, walk, and sit; reach with hands and arms; and taste and smell. The employee is occasionally required to climb or balance; and

stoop, kneel, crouch or crawl. The employee has light physical activity performing non-strenuous daily activities of an administrative nature. The employee has light physical activity performing non-strenuous daily activities of an administrative nature. The employee must use manual dexterity to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision, color vision, and 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 the essential functions.

The working environment is well-lighted, heated and/or air-conditioned office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name