

# ECONOMIC SECURITY CORPORATION

## Job Description

**Job Title:** EHS Childcare Partnership Services Coordinator  
**Department:** Early Head Start  
**Reports To:** Operations & Development Director  
**FLSA Status:** Exempt  
**Revision Date:** November 9, 2018  
**Job Classification:** Grade 6

### SUMMARY

The EHS Childcare Partnership Services Coordinator works with participating child care partners, serving as a liaison between partners and the local Early Head Start (EHS) program. The Childcare Partnership Services Coordinator provides technical assistance and monitors childcare partners to ensure compliance with Head Start Performance Standards. This position is the facilitator of the contracts between Early Head Start and the contracted childcare homes and centers. This position is responsible for the provision of the Education services in all child care partnerships and supports the development of new EHS partnerships, when needed.

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

1. Responsible for achieving outcomes set annually by the director and employee.
2. Shares information on child care partnership program options to licensed child care providers who may be interested in becoming a partner.
3. Negotiates with child care providers in order to ultimately arrive at a signed agreement for services.
4. Provides customer service to child care providers by ensuring that Early Head Start services are provided in a timely manner.
5. Provides support and guidance through training and technical assistance to child care partners to help them meet the Head Start Performance Standards.
6. Instructs child care homes/centers in the use of developmentally appropriate practices to enhance interactions with the Early Head Start children through monthly EHS trainings and onsite training and technical assistance.
7. In collaboration with child care homes and center directors, develops plans that address the physical or environmental needs of sites, administrative issues and financial management skills as they arise.
8. Works with potential partners to achieve state licensing in order to qualify them as services providers for Early Head Start.
9. Maintains an updated list of all grant requirements as it pertains to child care partners and education staff.
10. Assesses, tracks, and maintains records of visits with the child care partners.
11. Directs the EHS Education Services Coach and School Readiness Mentor in conducting annual assessments of child care centers using the Infant and/or Toddler Classroom Assessment Scoring System (CLASS).
12. Effectively supervises the Education Services Coach to promote the use of Practice Based Coaching for education staff with all contracted partners and EHS classrooms.
13. Notices and celebrates each partner and classroom's successes.
14. Maintains a file to track requests and distribution of classroom materials to each contracted partner.
15. Provides guidance and support through training and technical assistance to child care partners in the provision of the partner's curriculum and ongoing child development assessment, maintenance of child education records, teaching materials/methods, lesson plans, portfolios, online child data tracking system, developmentally appropriate practices and the fulfillment of performance standards.
16. 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.
17. Ensures regular monitoring of education, health and safety, and nutrition services to ensure compliance with funding sources with all child care partners.
18. Ensures teaching staff plan and provide learning experiences in the classroom and outdoors.

19. Makes presentations and shares information regarding the EHS approach to early child development with schools, child care centers, community organizations and other groups.
20. Participates in education-related professional groups in the local community.
21. Works with the program director to ensure expenditures remain with budget guidelines.
22. Works as a cooperative team member with Area Supervisors, other EHS coordinators and agency staff in the effective integration of all program services.
23. Ensures compliance with state law regarding the mandatory reporting of child abuse and neglect.
24. Shares personal expertise and experiences with program staff to facilitate increased understanding and problem solving capability.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises approximately 3-6 employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending applicants for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues with staff and families.

### **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, word processing, graphics, etc.

### **PLANNING/ORGANIZATION**

Ability to prioritize, organize, and delegate assignments.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

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 sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. This position has light physical activity performing non-strenuous daily activities of an administrative nature.

**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 conditions are well-lighted, heated and/or air-conditioned indoor office/shop environment with adequate ventilations. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee name