

# ECONOMIC SECURITY CORPORATION

## Job Description

**Job Title:** EHS Classroom Education Coordinator  
**Department:** Early Head Start  
**Reports To:** Operations & Development Director  
**FLSA Status:** Exempt  
**Revision Date:** November 21, 2018  
**Job Classification:** Grade 6

### SUMMARY

The EHS Classroom Education Coordinator is responsible for supporting the provision of education services in EHS classrooms and supports the development of new EHS classrooms/centers either directly or in collaborations with Area Supervisors. The EHS Classroom Education Coordinator supervises the employees at the location of the EHS Classroom Demonstration Classroom and other employees as assigned.

**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. Instructs EHS classrooms in the use of developmentally appropriate practices to enhance interactions with the children through onsite training and technical assistance.
3. Works with Area Supervisors to achieve state licensing in order to qualify them as services providers for Early Head Start, when needed.
4. Maintains an updated list of all grant requirements as it pertains to education staff.
5. Assesses, tracks, and maintains records of monitoring visits to classrooms.
6. Supervises the location of the EHS Demonstration Classroom(s) and ensures the classroom(s) are of high quality.
7. Supervises the EHS School Readiness Mentors and collaborates with Education Services Coach in conducting annual assessments of classrooms using the Infant and/or Toddler Classroom Assessment Scoring System (CLASS).
8. Effectively supervises the Education Services Coach to promote the use of Practice Based Coaching for education staff with all contracted partners and EHS classrooms.
9. Provides technical assistance and support to School Readiness Mentor(s) and other staff who are working with teaching staff in the obtainment of their CDA certificate or pursuing their college degree.
10. Notices and celebrates each classroom's successes.
11. Maintains a file to track requests and distribution of classroom materials to each EHS classroom.
12. Provides guidance and support through training and technical assistance to education staff in the provision of the program's curriculum and ongoing assessment, maintenance of child education records, teaching materials/methods, lesson plans, portfolios, use of child data tracking system, developmentally appropriate practices and the fulfillment of performance standards.
13. 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.
14. Ensures teaching staff plan and provide learning experiences in the classroom and outdoors.
15. Makes presentations and shares information regarding the EHS approach to early child development with schools, child care centers, community organizations and other groups.
16. Participates in education-related professional groups in the local community.
17. Works with the program director to ensure expenditures remain within budget guidelines.
18. Works as a cooperative team member with Area Supervisors, other EHS coordinators and agency staff in the effective integration of all program services.
19. Ensures compliance with state law regarding the mandatory reporting of child abuse and neglect.
20. Shares personal expertise and experiences with program staff to facilitate increased understanding and problem solving capability.
21. Assists with child care partnership training, upon request.

## **SUPERVISORY RESPONSIBILITIES**

This position supervises approximately 10-15 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; or a total of 6 years education and experience in early childhood education.

## **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.

---

Employee Signature

---

Date

---

Employee name