

# **ECONOMIC SECURITY CORPORATION**

## **Job Description**

**Job Title:** Conscious Discipline Trainer  
**Department:** Head Start/Early Head Start  
**Reports To:** Director  
**FLSA Status:** Exempt  
**Revision Date:** 10/1/2021  
**Job Classification:** Grade 6

### **SUMMARY**

The Conscious Discipline Coordinator is responsible for supporting all staff regarding the social and emotional needs of children in the program and in implementing the goals and practices of Conscious Discipline.

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

1. Provides and documents training for all staff and partners in all program options, on the social-emotional curriculum, Conscious Discipline.
2. Provides and documents training for all parents in the Head Start and Early Head Start program on using Conscious Discipline effectively with their child.
3. Co-facilitates the Community of Practice meetings for home visitors and family advocates with the EHS Home-Based Education Supervisor.
4. Develops and purchases Conscious Discipline materials for distribution to staff, partners, and families.
5. Observes, mentors and provides guidance on the effective implementation of Conscious Discipline skills and techniques, targeting classrooms that are identified by the team due to specific concerns.
6. Works collaboratively with the other Coordinators, School Readiness Mentors, Coaches, and Area Supervisors, providing input on Classroom Support Plans and Individualized Child Success Plans, as needed.
7. Uses data collection and analysis to ensure the effective implementation of Conscious Discipline in the HS and EHS programs.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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**

Must be willing to obtain training in Conscious Discipline within 3 months of being hired. Current experience using Conscious Discipline is preferred. Three years' experience working with young children and adults is required.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as program regulations, childcare licensing rules, and procedure manuals. Ability to complete reports, including graphs and charts for data collection and analysis. Ability to effectively present information one on one and in group settings with participants and employees of the organization.

## **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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable in standardized situations. Ability to help children and adults with conflict resolution.

## **COMPUTER SKILLS**

Basic personal computer skills including electronic mail, chat, word processing, spreadsheet, scanning, graphics, etc.

## **PLANNING/ORGANIZATION**

Ability to handle multiple tasks simultaneously. Ability to schedule and keep appointments. Ability to lead plan and facilitate meetings and training.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements. Must also complete at least 15 clock hours of childcare related training each year.

## **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 reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and use hands and fingers, handle or feel. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach / handle items and work with the fingers. The employee must occasionally lift and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, ability to adjust focus, and peripheral vision

## **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 for this position is in a well-lit, heated and/or air- conditioned indoor office setting with adequate ventilation. This position may also take the employee outside to observe and work with young children and/or adults. 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