

HIT, INC.
Job Description

Job Title: Education Coordinator (No disabilities)
Department: Head Start
Reports To: Education Manager
FLSA Status: Exempt
Prepared By: HIT Inc. Admin. Dept.
Prepared Date: 5/11/2023
Approved By: Director
Approved Date: 5/11/2023

SUMMARY

Responsible for the implementation of the Head Start Performance Standards as stated in the Federal Guidelines for Head Start. The primary purpose is to work closely with education staff, providing constructive feedback and ongoing support to ensure quality educational services are delivered to children and families.

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

- Adheres to all principles of confidentiality: Shares appropriate information with co-workers, family and community (knowing what to share with whom, when and how). Displays appropriate discretion in confidential matters relating to program staff and participants.
- Communicates proficiently and models when appropriate with staff in regard to expectations of developmentally appropriate and safety practices and implementation of Creative Curriculum, Conscious Discipline, CLASS, etc.
- Strives to ensure the implementation of Creative Curriculum to fidelity by classroom staff. Offers support and feedback to education staff as needed to understand Creative Curriculum.
- Sets up regular training and assists in the coordination of training for staff.
- Ensures and assists in implementation of ongoing professional development for teaching staff.
- Oversees the CDA process and staff obtaining their CDA (if applicable).
- Works closely with regional training and technical assistance staff regarding training.
- Participates in meetings, committees, and training sessions as required by your supervisor.
- Conducts or participates in workshops, committees and conferences designed to promote intellectual, social and physical welfare of children and families.
- Works closely with the other management team members within WRHS. Participates in Management Team Meetings as scheduled.
- Assists in ensuring teaching staff are teaching to students IEP goals and following IEP accommodations.
- Oversees process to ensure all screenings are completed in the 45 day time limit. Helps with screening at all centers and conducts screenings on children enrolled throughout the school year and children that need re-screening.
- Oversees the process to ensure developmentally appropriate practices for preschool children are carried out. Assists in interagency collaborative screening.
- Advocates for all students.

- Directly supervise staff to ensure quality education services.
- Work to ensure consistency among all sites with regular visits.
- Responsible for creating and overseeing implementation of behavior plans.
- Monitors home visits, parent-teacher conferences, and various classroom programs with assistance from the classroom teacher. Ensures that proper documentation is conducted.
- Monitors and evaluates WRHS policies to comply with the Head Start Performance Standards.
- Responsible, with assistance from classroom staff and FSC's, for carrying out transition plans. This includes children entering into and out of WRHS. Meet with receiving district school staff in order to promote successful kindergarten transitions.
- Takes part as a team member for hiring of new staff. Works with the Administrative Assistant to compile updated versions of the New Staff Orientation Binder as needed. Organizes, with the assistance of the Assistant Director, New Staff Orientation in the fall each year and ongoing as new staff are hired.
- Primarily responsible for finding or providing classroom coverage in Mandan when staff are out.
- Monitors classroom staff in regard to implementing educational policies including but not limited to lesson plans, lesson plan binders, family and student relationships, documentation, and assessment entered in our online assessment system.
- Provides administrative support to teachers within Teaching Strategies and ChildPlus data and assessment system.
- Demonstrates the competency to navigate and learn a variety of websites and programs.
- Responsible for applicable sections of the Program Information Report (PIR).
- Must be able to identify and utilize state, county, and local resources.
- Develops and maintains good working rapport with the Head Start staff, as well as other interdepartmental personnel within the facility and various professional and special interest groups within the community.
- Assists in monitoring of the education budget and spending of federal funds.
- Obtain and maintain CLASS reliability. Conducts CLASS observations in classrooms at least 2 times a year.
- Maintains, implements, and updates as needed the Education Coordinator work plan.
- Communicates with and directly reports to the Assistant Director regarding educational updates, concerns, strengths, plans for improvement, etc.

SUPERVISORY RESPONSIBILITIES

Supervises education staff. Responsible for the overall direction, coordination, and evaluation of those employees. Conducts regular Reflective Supervision meetings to build relationships and enhance professional growth. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training new employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

BA/BS in ECE or baccalaureate and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

CPR, First Aid, CLASS reliable

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, sit, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling and monitoring 3-5 year old children, doing paperwork, carrying and stocking supplies.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.