

Job
Description
Center Based Education Coordinator

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Meets with the Director to assist in the establishment of program goals and objectives for the Early Head Start & Head Start Programs.
2. Carries joint responsibility for the education component in the center based program with the education coordinators, and ensures its compliance with all applicable performance standards, federal, state and local regulations.
3. Serves as curriculum specialist for the Head Start and Early Head Start center based programs, provides educational curriculum in consultation with the Director, other Education coordinators, staff and parents, and ensures staff training and curriculum implementation.
4. Prepares an annual budget for Head Start and Early Head Start education supplies to carry out the planned activities of the center based program, in consultation with the Director and other Education coordinators, and monitors expenditures from these accounts. Maintains the Staff Resource Library in conjunction with other Education Coordinators.
5. Selects developmentally education supplies and equipment to ensure consistence with program performance standards and the safeguarding of program assets.
6. Maintains up-to-date program education work plans in collaboration with other Education Coordinators. Maintains required education records on all participants in the HS and EHS center based program.
7. Coordinates educational services with all Component Coordinators. Monitors the implementation of all applicable components in the center based program. Serves as team leader for the agency's annual self assessment process.
8. Provides training and technical assistance in the HS & EHS education component, including but not limited to updates, articles, timetables, forms, handouts, and group/individual teaching, to staff and parents. Participates in agency child case reviews, positive behavior support meetings and family support plan meetings.
9. Locates training/technical assistance providers for EHS/HS center based programs. Jointly conducts staff meetings with the other Education Coordinators.

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10. Develops, maintains and monitors Professional Development Plans for center based Head Start and Early Head Start Teachers and Aides in conjunction with Site Supervisors.
11. Supervises, monitors and evaluates performance of site supervisors to ensure quality programming. Monitors education staff records and reports. Maintains confidentiality of family and program records and information.
12. Periodically observes classroom sessions, including using the CLASS tools, and/or home visits/parent-teacher conferences for center staff, provides feedback to site supervisors, implements one-on-one technical assistance, including demonstration of effective classroom teaching skills, using developmentally appropriate practices. Ensures health and safety of all children and staff during all program activities.
13. Coordinates with Executive Director on hiring center based staff, in coordination with the Personnel Manager. Also recommends to the Executive Director any personnel actions (disciplinary, promotion, etc.) affecting Center Based Staff.
14. Prepares reports and records as required by the Executive Director.
15. Assumes responsibility for the familiarity with and compliance of all Head Start Program Performance Standards, DCFS licensing standards, and local rules and regulations.
16. To the extent able, performs such other duties and responsibilities as assigned by the Executive Director, or as may be required under applicable agency programs, contracts or grants.

Nothing herein shall be construed to limiting the authority of the Executive Director from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires the commitment to parents as educators of their own children.

Requires a Bachelor's Degree in Early Childhood Education or Child Development or a related baccalaureate degree with coursework equivalent to a major in ECE, with experience teaching preschool-age children.

Requires a minimum of two years experience working in the Head Start, Early Intervention or comparable programs. Prior supervisory experience desirable.

Requires training, experience and skills in theories and principles of child growth and Center

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development, early childhood education and family support. Requires a background of working with community agencies, children, families, and low income groups.

Requires ability and willingness to follow and comply with written and verbal directions, assignments, and instructions from appropriate supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, clients, staff, the agency, and the public effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, and submit required program materials according to agency timelines.

Requires knowledge and demonstrates expertise of developmentally appropriate practices with young children.

Requires the ability to use abstract reasoning, problem solving, planning and analytical skills in; budget development, program goals and objectives development, staff monitoring and evaluation.

Requires effective interpersonal and oral communication skills, listening and interviewing, to conduct interviews with potential staff, for supervisory duties, and conduct meetings and training sessions with staff and parents.

Requires the ability to travel area wide, and to access classroom and home visit sites when conducting staff monitoring, parent training, and to visit parents. Requires reliable transportation, a valid Illinois driver's license, and proof of agency requirements for automobile insurance.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires visual ability to recognize non-verbal information when observing classrooms and home visits.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including out-of-area workshops and meetings of several days duration.

Requires the ability to use the telephone, computer word processing equipment, and calculator.

REPORTS TO: Executive Director

EMPLOYED: 40 hours per week/52 weeks per year

OVERTIME STATUS: Exempt

May 2019