

## Job Description

### HOME 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 Home Based Early Head Start Programs.
2. Carries overall responsibility for the education component in the home based program and ensures its compliance with all applicable performance standards, federal, state, and local regulations.
3. Provides educational curriculums for the home based program in consultation with the Director, the Center Based Education Coordinator, Staff, and Parents, and ensures its implementation.
4. Prepares an annual budget for education supplies necessary to carry out the planned activities of the home based program in consultation with the Director and the Center Based Education Coordinator, and monitors expenditures from this account.
5. Selects, purchases, and distributes developmentally appropriate education supplies and equipment to ensure consistence with program performance standards and the safeguarding of program assets. Ensures maintenance of educational inventories in the home based program.
6. Maintains up-to-date program education work plans in collaboration with the other Education Coordinators. Maintains required education records on all participants in the EHS home based program.
7. Coordinates educational services with the Center-Based Education Coordinator and the Coordinators in the Health, Social Service, ERSEA, and Disabilities components. Monitors the implementation of all Head Start components in the home-based program. Serves as team leader during agency self assessment.
8. Provides training and technical assistance in the education component, including, but not limited to education updates, program timetables, forms, handouts, and group or individual teaching, to staff and parents.
9. Jointly conducts staff meetings with the Center-Based Education Coordinator and other applicable Coordinators.
10. Establishes and maintains a viable Policy Council, in coordination with the Executive Director.

## Education Coordinator – Home-Based Programs (page 2)

11. Coordinates arrangements for Policy Council Orientation and meetings. Ensures development, preparation, and distribution of Policy Council Handbooks and Policy Council Officers' training materials.
12. Establishes the overall program calendar for the Home-Based programs.
13. Recommends to the Director the establishment of new or replacement sites for field offices, parent meetings, or socialization activity sites.
14. Coordinates with Executive Director on hiring home-based staff, in coordination with the Personnel Manager. Also recommends to the Executive Director any personnel actions (disciplinary, promotion, etc.) affecting the Home-Based Staff.
15. Trains, supervises, monitors, and evaluates performance of the Home Based Supervisor to ensure quality programming. Completes Professional Development Plans on home-based staff. Ensures the health and safety of children and staff during all program activities. Maintains confidentiality of family and program records and information.
16. Observes socialization activities and home visits for Home-Based Teachers, provide feedback, and implement one-on-one technical assistance, including demonstration of effective parent-focused teaching skills.
17. Monitors education staff records and reports. Ensures education component screening assessments are completed on enrolled children, attends agency Family Support Plan Meetings and Child Case Reviews, Monitors TS Gold Assessment Reports & PAT Curriculum for the Home-Based program.
18. Prepares reports and records as required by the Executive Director.
19. Assumes responsibility for the familiarity with and compliance of all Head Start Performance Standards, and local rules and regulations. Supports the agency's mission and philosophy.
20. 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 as 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.

## Education Coordinator – Home-Based Programs (page 3)

Requires a minimum of two years training and/or experience in Early Childhood Education, Special Education, Psychology, Social Work, or related field. Bachelor's Degree in Early Childhood, Human Development, or CDA desired.

Requires a minimum of two years experience working with the Head Start or comparable programs. Prior supervisory experience desirable.

Requires training, experience, and skills in theories and principles of child growth and 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 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 visual ability to recognize non-verbal information when observing classrooms and home visits.

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

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

Education Coordinator – Home-Based Programs (page 4)

REPORTS TO: Executive Director

EMPLOYED: 40 hours per week, 45 weeks per year

SALARY: \_\_\_\_\_

OVERTIME STATUS: Exempt

Revised – 5/19