

JOB DESCRIPTION EDUCATION COORDINATOR

MINIMUM QUALIFICATIONS:

Education Coordinator I

Bachelor's degree in Early Childhood Education (ECE) with a minimum of one year of supervisory experience and three years' experience as a preschool teacher.

Education Coordinator II

Master's degree in ECE, Special Education or Human Development with a minimum of one year of supervisory experience and three years' experience as a preschool teacher.

GENERAL FUNCTIONS:

The Head Start Education Coordinator reports directly to the Program Director. The Head Start Education Coordinator interacts regularly with staff, children, parents/caregivers, and the general public. The Head Start Education Coordinator is expected to adhere to the government regulations, and Head Start and Agency policies and procedures; to exercise diplomacy, sound judgment and initiative in carrying out the routine duties of the job; and to seek the advice of the supervisor for unusual/difficult issues.

The Education Coordinator must coordinate and manage all aspects of the education services area; direct the work of others; facilitate meetings; implement training activities for groups and individuals; relate effectively with individuals from diverse socio-economic groups; model effective teaching techniques; write clearly and effectively; model appropriate language when interacting with children and adults; model professional responsibility and personal integrity and function in an environment of site-based management. Must be willing and able to participate with the children and teachers in all planned activities when appropriate.

The position requires intermittent periods of standing, reaching, bending, walking, stooping, sitting, including sitting on the floor, and the ability to move freely throughout the building including climbing stairs in those buildings where there isn't an elevator. Must have the agility to respond to a child in distress and have the ability to lift up to 40 lbs. irregularly. Must have visual and hearing accuracy and clear speech sufficient to perform the essential functions of the job effectively and the flexibility to respond to the changing needs of the program. Must have reliable transportation and have a current driver's license.

SPECIFIC FUNCTIONS:

The Education Coordinator will:

1. Insure the implementation of program goals and objectives.
2. Consult with Program Director regarding program needs and improvements.
3. Orient and onboard new staff, parents, consultants, and volunteers to the education services areas and provide ongoing training and supervision.
4. Provide direct supervision to the Teachers.
5. Assess assigned staff on an ongoing basis and establish and implement individualized professional plans for training and growth.
6. Review records of assigned staff on an ongoing basis.
7. Train, collaborate with and assist in the supervision of volunteers, student teachers and interns.
8. Serve as a liaison between the teaching staff and the Program Director.
9. Serve as a resource for the teaching teams.
10. Ensure child to staff ratios are met in all classrooms at all times.
11. Maintain responsibility for ensuring the safety and wellbeing of all children who are enrolled in the program which includes ensuring that no child is ever left alone with a volunteer, visitor or guest.
12. Take actions to ensure a culture of safety throughout the program with a focus on active supervision and maintaining child to staff ratios at all times.
13. Provide support and assistance for the referral process of children to consultants and specialists.
14. Establish and maintain productive collaborative relationships with outside agencies.
15. Take responsibility for the overall operation of the program in absence of the Program Director, as assigned.
16. Establish productive collaborative relationships with parents/caregivers such that positive communication between home and school is routine. Include parents/caregivers in the educational process and encourage their participation in all program activities.

17. Maintain required records and reports including, but not limited to, observations of teaching staff and children, assessment reports, and staff performance reviews.
18. Analyze data to understand trends in order to respond to emerging issues and develop actionable steps to address needs.
19. Work cooperatively with other staff members in implementation of program plans, activities, policies, procedure, rules/guidelines, and standards of conduct.
20. Implement and monitor policies and procedures that protect the children, families, staff, and maximize the physical, human and financial resources of the program through a process of evaluations that result in the reduction of risk.
21. Comply with federal, state, and local guidelines and with the policies and procedures of Head Start and the Grantee.
22. Attend and participate in staff meetings and staff development activities.
23. Serve as a host for visitors.
24. Participate in professional development activities and keep informed of changes in the field of education.
25. Perform other duties as assigned.

By signing this job description, I certify that I have read and understood its provisions; will provide active supervision and ensure the safety of the children put in care; will report any instance of abuse, neglect or other maltreatment in my role as a mandatory reporter; and will compel adherence to the provisions of the Standards of Conduct by all staff, volunteers, visitors, contractors and vendors. I understand that failure to comply with the provisions of this job description may result in disciplinary action up to and including termination.

Print Name

Date

Signature