

DISTRICT SCHOOL BOARD OF PASCO COUNTY**Job Description****Early Head Start Coordinator (Program Services)***

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| Salary Schedule: Nonbargaining 84N | Number of Work Days as Contracted Daily Work Hours: 7.5 | FLSA Status - Exempt |
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JOB GOAL: Responsible for the supervision and evaluation of personnel and ensuring compliance with federal and state standards, laws and regulations; oversee the coordination, implementation and the provision of educational and support services to enrolled families with young children and expectant mothers; work closely with Early Head Start center-based and home-based staff, including providing mentoring and coaching support services

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in Early Childhood Education or Child Development or coursework equivalent to a major relating to Early Childhood Education or Child Development
2. Valid Florida driver's license and record of safe driving
3. Valid Florida Educator's Certificate in Preschool Education (birth through age 4) or Prekindergarten/Primary Education (age 3 through grade 3)
4. Minimum of three (3) years of experience working with infants, toddlers, and/or prekindergarten children and their families
5. Initial health screening that includes screening for tuberculosis

DESIRED QUALIFICATIONS:

1. Post-graduate coursework or Master's degree from an accredited institution in Early Childhood Education, Child Development or related field
2. Bilingual skills
3. Experience in conducting meetings
4. Experience in working with low-income families
5. Experience in working with expectant mothers
6. Experience working in schools and with community agencies
7. Satisfactory completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers
8. Experience mentoring and coaching teachers in best practices for infants and toddlers
9. Experience in providing trainings in infant and toddler development and best practices

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Ability to relate to infants, children and families
3. Demonstrate knowledge and understanding of community resources and agencies
4. Ability to effectively use technology
5. Knowledge of record-keeping procedures

6. Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives
7. Ability to communicate with preschool children in ways that ensure a sense of safety and security
8. Capacity to perform physical requirements as needed to provide services to infants, toddlers, and expectant mothers
9. Knowledge of child development and developmentally appropriate practices

REPORTS TO: Prekindergarten Services and School-based Administrators

SUPERVISES: Early Head Start Staff

PERFORMANCE RESPONSIBILITIES:

Planning

1. Assure compliance with Head Start Performance Standards and other state and local regulations
2. Provide mentoring/coaching support services to staff
3. Lead staff in the use of data from a variety of sources as a means to make sound decisions on planning for individualization, instruction and staff development needs
4. Review, monitor and provide feedback to staff regarding weekly written lesson/activity plans to ensure planning is developmentally appropriate.
5. Coordinate the planning and implementation of program activities and functions

Programming

1. Oversee and monitor all aspects of providing developmentally appropriate services
2. Oversee and monitor information regarding screening and assessment results, community services, referrals, resources, and family needs
3. Oversee and monitor the provision of structured child-focused home visiting that promotes parents' ability to support the child's cognitive, social, emotional and physical development
4. Monitor and support developmentally appropriate learning environments, both in the classroom and in the home through the use of environmental rating scales and observational tools
5. Support staff with the weekly preparation of lesson/activity plans, daily routine and other components of the curriculum based on individual needs of children, which facilitates the carryover of socialization and class activities in the home
6. Support staff with planning, sequencing and scaffolding of instruction
7. Ensure that program attendance procedures are followed
8. Participate in the School Based Intervention Team (SBIT) and/or Case Management/Part C services

Family and Community Partnerships

1. Oversee the delivery of services to children and families in accordance with Head Start Performance Standards
2. Collaborate with other community agencies and institutions to enhance services and promote family advocacy activities

Staff Development

1. Continue professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
2. Participate in curriculum training in early childhood development with a focus on infant and toddler development during the year
3. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the position
4. Identify staff development needs by conducting and analyzing staff development needs assessment for employees under his/her supervision
5. Develop, plan, schedule and deliver training and other staff development functions
6. Use effective strategies for making presentations, providing training and interacting with a variety of audiences
7. Coach and train staff for effective performance

Reporting

1. Maintain and promptly submit accurate and complete records as required by federal/state guidelines, district policy and administrative regulations
2. Maintain record keeping systems and confidentiality of program information in order to document and track services to families, such as home visits and parent conferences
3. Monitor individual records to ensure compliance with program mandates and for quality of services provided
4. Ensure each child has the necessary records in the permanent record and portfolio

Other

1. Maintain a current work schedule, adjusting hours to meet the needs of the program, and provide it to pertinent school and district administrators
2. Perform staff duties as needed to ensure compliance with adult-child ratios and other program requirements
3. Implement and monitor transition procedures for children and their families
4. Travel to a variety of locations to meet program requirements
5. Perform other duties as assigned

*Current and former parents or guardians of children served by the Head Start program must receive preference for employment in vacancies for which they apply.