



HEAD START OF YAMHILL COUNTY
1006 NE THIRD STREET, SUITE A, MCMINNVILLE, OR 97128
POSITION DESCRIPTION

Revision Date: 04/01/2017	Position Number: HSYC-12-10 - EducCoord
Position Title: Education Coordinator	Pay Range:
Reports to [Job Title & Division/Department]: Executive Director	
FLSA Status: Non-Exempt	
Positions Supervised: Teachers, Teacher Assistants, Teacher Aides, Education Specialist, Mentor Teachers	

GENERAL DESCRIPTION

Work in collaboration with the leadership team, staff, program consultants/contracted specialists and community partners to deliver quality education services to rural and at-risk children, families and staff in accordance with Federal Head Start Performance Standards and local, state and or agency policies and procedures. Responsible for the administration of the Education component, including: program design and management; supervision, training, oversight and management of teaching staff duties and responsibilities; reflective guidance practices that are responsive to the needs of staff and families; record-keeping and monitoring systems; and development of community partnerships.

MINIMUM QUALIFICATIONS:

1. Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs
2. Strong knowledge of theories and practices of Early Childhood Education and Development
3. Experience in design and delivery of training
4. Experience working with staff and families with diverse backgrounds
5. Experience working with at-risk, rural families is preferred
6. Experience in Reflective Supervision is preferred
7. Ability to determine and prioritize a demanding workload while being flexible to emergent and unplanned needs and situations
8. Significant decision making and problem solving skills in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services
9. Ability to handle highly stressful and sensitive situations in a professional manner

10. Ability to interpret and implement complex policies and regulations
11. Ability to work independently and maintain professional boundaries and confidentiality
12. Ability to exercise tact and discretion in all employee interactions
13. Strong organization and time management skills, ability to meet tight deadlines
14. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
15. Must be free of child care-restrictable disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
16. Intermediate to advanced computer skills, including internet and e-mail
17. Warm tone of voice
18. Enthusiastic, energetic, compassionate, sensitive and respectful personality
19. Willingness to learn and implement Developmental Parenting
20. Demonstrated ability to use positive guidance techniques (PBIS) with children, families, and co-workers
21. Maintain confidentiality and exercise sound judgment concerning privileged information
22. Reliable transportation

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. BA/BS degree in Early Childhood Education or BA/BS degree in related field with equivalent coursework in Early Childhood Education, **REQUIRED**
2. Minimum of five years successful teaching experience with primary responsibility for a group of children ages three to six in a center-based setting
3. Knowledge of Teaching Strategies GOLD assessment tool and able to implement, train, guide and coach teachers in the use of the instrument
4. Head Start experience is preferred

COMMUNICATION SKILLS:

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Represent the organization in a professional manner
3. Ability to read, speak, and write with proficiency in the English language
4. Bilingual/ Bi-literate English/Spanish is preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
7. Ability to participate in effective conflict resolution practices

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources Trainings
5. Obtain Food Handler's certification within 30 days of hire
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the CPR/1st Aid Certification within 90 days of hire
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
9. Willingness to participate in a minimum of 15 clock hours of professional development training, per year

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Plans, supervises, and facilitates comprehensive services for children, families and expectant women within the home base and pre-school program by:
 - Developing, implementing, monitoring, and reviewing annual work and training plans
 - Overseeing Teachers, Family Educators, Assistants, and Aides (Education staff)
 - Overseeing compliance with Child Care Division Regulations
 - Overseeing the functions of classrooms and group socializations to ensure program requirements including plans and goals for meeting the individual needs of children and families are implemented consistently
 - Developing and overseeing maintenance of outdoor learning environments
 - Overseeing the acquisition and management of classroom supplies, equipment and resources and arrange for the repair and replacement of equipment working within budget prepared annually
 - Working with other Component Coordinators to ensure program services holistically meet the needs of participants according to program requirements
 - Ensuring the use of Agency-adopted curriculum, assessments, materials and strategies
 - Reviewing random sampling of children's files, TS GOLD, and Child Plus reports and data monthly for timely delivery of services
 - Ensuring assessments and supporting staff and families in setting goals and follow up within required time lines
 - Ensuring the maintenance of complete, up-to-date, and accurate records
 - Monitoring, analyzing, and reporting on classroom and education component activities, data and statistics, and program information including: assessments, staff and parent concerns, classrooms and socializations, child outcomes, community partnerships, and staff growth and development

2. Maintains program staff performance results by:
- Supervising Teachers, Teacher Assistants, and Aides (Education Staff)
 - Training and Mentoring Education staff with classroom management, Developmentally Appropriate Practice, Head Start Philosophy and Positive Behavior Interventions and Supports (PBIS)
 - Observing Education staff in the classrooms using various observations and assessment screening tools
 - Training Education staff in curriculums, assessments, outcomes and screening tools.
 - Supervising, training and supporting Education Specialist in training and guiding education staff
 - Assisting Education staff in providing an appropriate and comprehensive curriculum for children including language and literacy, mathematics, science, creative arts, social, emotional, and cognitive development
 - Participating in scheduled Reflective Supervision with staff
 - Supporting staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment
 - Developing and encouraging relationships (staff-parent, parent-child) based on strengths, respect, and trust
 - Providing supportive staff performance reviews
 - Ensuring program effectiveness through employee performance and working with staff on professional development plans
 - Planning, monitoring, and appraising job results
 - Meeting regularly with the Leadership and Coordinator Teams for reflective practices and guidance
 - Implementing staff disciplinary action in accordance with Agency policy and procedures
 - Reviewing and authorizing staff time, spending, and mileage records to ensure compliance with Agency policies and procedures, and in regards to wage and hour laws and regulations.
 - Ensuring compliance with Agency occupational safety and health standards
 - Review and track data entry of home visits and cycle reports using Child Plus data tracking system
 - Support the Specialized Services (disabilities) component by attending IFSP meetings
 - Oversight and training of Head Start of Yamhill County's School Readiness Goals and Early Learning Outcomes Framework
 - Oversight of requirements to meet annual Oregon Childcare licensure of all Head Start Sites
 - Oversight and ensuring compliance with QRIS/Spark
 - Tracking and oversight of contact hours to ensure compliance with Head Start Performance Standards
 - Ensure staff training requirements are met based on Childcare Licensing and Head Start Performance Standards; ensure timely delivery of staff training documents to Oregon Registry Online
 - Ensure all Education staff are enrolled in Oregon Registry Online
 - Attend and support Education staff by attending center meetings and answering/responding questions as needed

3. Ensures the hire of qualified staff by:
 - Participating in Agency hiring process and procedures
 - Participating in team interview panels
 - Providing orientation and training to new staff as required

4. Advocates for Head Start by:
 - Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives
 - Representing the program to outside organizations
 - Designing and delivering regular formal presentations to parents, staff, the Board of Directors and community groups to provide information and ensure collaboration and promote advocacy
 - Working with local agencies to provide services to children and families
 - Arranging, coordinating, and monitoring contracted services and activities of community agencies and consultants to include training and coaching in such areas as Child Development, Developmentally Appropriate Practices, Curriculum Development, School Readiness goals and outcomes

5. Contributes to team effort by:
 - Being a participant on the HSYC Leadership and Coordinator Teams
 - Collaborating with the Leadership Team to develop coordinating work plan training sessions for pre-service and in-service training as needed throughout the year
 - Interacting with members of the Board of Directors and Policy Council upon request of Executive Director
 - Attend meetings as requested by Executive Director
 - Completing and submitting monthly reports
 - Attending local staff and parent meetings
 - Attending local and or state training
 - Assisting Executive Director in planning for appropriate facilities and space
 - Assisting in the development of child development training contracts in conjunction with local agencies in the community
 - Planning and facilitating regular Curriculum and School Readiness Advisory meetings
 - Meeting with the Executive Director as required (minimum monthly on a regular basis)
 - Establishing open and positive communication and interaction with all staff
 - Participating with the HSYC Leadership Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants
 - Participating in the development of collaborations and facility development for future expansion of families and/or services
 - Participating in the coordination of the annual Program Self- Assessment and follow-up planning for improvement
 - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies

6. Maintains professional and technical knowledge and practices by:
 - Establishing personal networks, attending educational workshops, attending designated training workshops or seminars, participating in training as part of the HSYC team
 - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies
 - Keeping current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant and Toddler Development program service areas
7. Maintains confidentiality and protects agency operations by:
 - Keeping information confidential

ADDITIONAL JOB DUTIES:

Perform other duties as requested

SUPERVISORY RESPONSIBILITIES:

1. Supervises Teachers, Teacher Assistants, and Aides
2. Use Reflective Supervision with staff and co-workers as a method of building on strengths and encouraging growth and development as effective and vital members of the HSYC Agency
3. Observe Education staff in classrooms using various observations and assessment screening tools
4. Train Education staff in curriculums, assessments, outcomes and screening tools
5. Supervise, train and support Education Specialist in coaching, training and guiding education staff
6. Oversees work assigned to Mentor Teachers, meeting regularly to assess progress
7. Encourage and support professional development opportunities
8. Facilitate resolution of conflicts within the organization according to Agency policies and procedures
9. Promote a consistent exchange of information in all directions
10. Promote training that meets team and individual needs

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance

MENTAL DEMANDS:

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively

3. Ability to use good judgment with at-risk client populations

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Exposure to indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.