

Total Action tap For Progress

into hope

JOB DESCRIPTION

JOB TITLE: Education Coordinator

COMPONENT: Head Start/Early Head Start

SALARY: \$27,851.20 - \$47,112.00/Annually

CLASSIFICATION: Exempt/Administrative

DEFINITION AND PURPOSE:

Works to ensure that all center-based programs are operated in a way that exemplifies the Head Start goals of providing children with educational experiences that help them grow cognitively, socially, emotionally and physically. Works with the instructional staff to ensure successful, nurturing experiences for children in the child development centers. Recognize the parents as the most important influences in the lives of their children. Ensures appropriate implementation of the curriculum, supports, advises and monitors performance of classroom staff, and conducts daily observations to ensure ongoing quality of environments, interactions, and activities for the children.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Supervisor of Education

Supervises: Lead Teachers, and Center Supervisors

Coordinates with: All Head Start Service Area Staff, Community Agencies and educational institutions, Center Staff, Head Start Supervisors and Coordinators, All Head Start and Early Head Start Staff, Appointed Community Partnership Personnel, Central Staff, Community Specialists

RESPONSIBILITIES:

- Works with instructional staff to provide and monitor quality developmental environments and experiences for children, ensuring adherence with Head Start Performance Standards, TAP Head Start Service Area Plans, the Minimum Standards for Licensed Child Day Programs in Virginia, the Creative Curriculum and Accreditation Standards of the NAEYC National Academy of Early Childhood Programs (where applicable).
 - Observes the classroom on a regular basis using the Creative Curriculum Implementation Checklist, and the Classroom Observation Form and provides feedback to staff for purposes of their development in program-defined competency areas and job description responsibilities
 - Assists classroom staff in selecting materials and equipment

- . Reviews and approves all quarterly supply lists
- . Approves all requests for large equipment, as needed
- . Distributes, receives and maintains prioritized needs lists for each center for use in purchasing
- Submits requisitions for purchase of classroom equipment and supplies to Supervisor of Education as needed
- Works with Education Coordinator team to submit orders for classroom supplies each quarter.
- Monitors planning and implementation of classroom activities and home visits
 - . Reviews lesson plans monthly (and as needed) to assure compliance with Head Start Performance Standards and Head Start Learning Outcomes Framework: Ages Birth to Five.
 - . Receives and approves all field trip requests
 - . Reviews food experiences and health and nutrition activities
 - . Assists the teaching staff with getting parents involved in the education program both in the classroom and at home
 - . Monitors children's education records to ensure that they are accurate and up to date
 - . Observes at least one home visit per year for each teacher
 - . Tracks attendance using attendance tracking form
 - . Submits 45 day score sheets to data personal within three days of receiving them from center staff
 - . Monitors children online individualization and observations in Teaching Strategies GOLD Assessment in a timely manner, and reviewing results within 2 weeks of completion.
 - . Hold teacher accountable for completing safety drills as directed by monitoring and compliance personal, licensing standard, and TAP Head Start Policies and Procedures
- Encourages and facilitates a team approach among all service area staff in all centers.
 - Attends center staff meetings when possible
 - Maintains open communication with all staff
 - Motivates and supports staff through positive feed back and recognition of staff strengths whenever possible
 - Coordinates and facilitates problem-solving process when applicable
 - Involves appropriate service area representatives in problem-solving activities
- Completes performance appraisals and uses results to guide staff in their own professional development.
 - Completes performance appraisals annually for all staff in assigned centers, using criteria based upon job descriptions. Performance appraisals are completed based on the following criteria:
 - . Classroom and home-visit observations
 - . Documentation of satisfactory completion of regular job duties, exemplary performance, and problems
 - . Professional development goals and achievements
 - . Reviewing monthly classroom visit forms.

CLASS scores and improvements using TAP Head Start CLASS Scoring and Observation Teacher Review Form

- **Works with Transition and Training Coordinator to promote activities that will contribute to the professional development of center staff:**
 - **Plans and coordinates workshops and training sessions, in cooperation Head Start Transition and Training Coordinator**
 - **Makes recommendations and provides information to staff about available opportunities for professional development**
 - **Ensures that staff have completed individual Professional Development Plans on file with Transition and Training Coordinator**
 - **Assists with CDA certification or re-certification, as needed**
- **Supports a team approach in working with other Head Start Coordinators and supervisors to meet Head Start Performance Standards and further the goals of the program.**
 - **Contributes to the Head Start Newsletter, which includes information related to all service areas, semi-annually**
 - **Works with all service area staff and Coordinators to evaluate effectiveness of teams in assigned centers**
 - **Encourages and supports Lead Teachers to create an atmosphere in the centers that is welcoming to parents and families**
 - **Monitors program sites and reports to the appropriate service area supervisor any health, safety, fire, occupancy, licensing, or other violations for corrective action, as needed**
 - **Attends all appropriate staff meetings, regularly**
 - **Works with Family Development staff to secure support services for families when CPS reports are necessary**
 - **Maintains a working knowledge of most current Head Start Performance Standards, Minimum Standards for Licensed Child Care Programs, and NAEYC Accreditation Standards**
- **Supports a team approach in serving as a member of the Education Staff.**
 - **Informs Supervisor of Education of needs, problems, and concerns regarding Center-based program**
 - **Meets with Supervisor of Education to provide updates on progress, goals, and activities in the Center-based Program**
 - **Provides Supervisor of Education with written monthly reports on Center-based Program activities**
 - **Makes Supervisor of Education aware of staffing changes and vacancies as they occur**
 - **Submits information for filling vacancies to Supervisor of Education**
 - **Maintains substitute list and assists Lead Teachers with finding substitutes as needed**
 - **Ensures that updated educational credentials and training documentation are submitted to Transition and Training Coordinator for filing in training files**
 - **Works to continually improve and update professional skills and knowledge by attending meetings, conferences, or classes to keep informed of current best practices in the field**

- Enforces and reminds staff of "All Education Staff/Important Reminders" and "Lead Teacher Reminders" sheet signed at the beginning of each year
- Reminds staff and checks to see that staffs are following transportation procedures for the safety of children. Review bus checklist monthly for accuracy.
- Submits paperwork in a timely manner to Supervisor of Education
 - a. Consolidates Lead Teacher monthly center reports, and submits Education Report the last Thursday of the month to Supervisor
 - b. Electronically submits monthly classroom observation.
 - c. Electronically submits Tracking paperwork 4x a year; October, December, March and May
 - d. Electronically submits ECERS/ITERS once a year (and center equipment orders)
 - e. Keeps center notebooks up to date and paperwork filled within two weeks of event date
 - f. Electronically submits CLASS teachers scores and improvements using TAP Head Start CLASS, Scoring and Observation Teacher Review Form
 - g. Electronically submits paperwork reviewed with teachers for Pre-K children's PALS scores
- Works with Community Partnerships/School Systems to encourage quality developmental environments and experiences for children, emphasizing adherence with Head Start Performance Standards, TAP Head Start Service Area Plans, and the Minimum Standards for Licensed Childcare Centers in Virginia. (School System Partnership)
 - a. Observes in community partnerships on a monthly basis giving feedback, advice, training and technical assistance to partners as necessary.
 - b. Ensures that all children in partnerships have completed education files that include:
 1. Completed Brigance screening, social emotional (parent and teacher), speech screening within 45 days of enrollment and administers and rescreens if needed.
 2. Completed Teaching Strategies GOLD (fall, winter and spring)
 3. PALS-Pre K (fall, winter and spring)
 4. Reviews with staff (or Coordinator) outcomes from GOLD, PALS
 5. Completes all the necessary paperwork with school system that all Education Coordinators complete
 6. Reviews Child plus monthly for areas needing to be completed
 7. Assists partnerships teachers with completing home visits and in-school conferences.
- Understands and views job descriptions for all classroom educational staff regularly to ensure classroom staff adheres to, and are held accountable for their performance.
- Works closely with Virginia Quality and Smart Beginnings Greater Roanoke partnership to maintain excellence and quality in TAP Head Start Centers.
- Reports suspected child abuse and neglect to supervisor and appropriate authorities.
- Adheres to NAEYC Code and Ethics Conduct.
- Performs other job-related tasks upon request.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of child development for children under age 6, community resources and agencies that work with families.
- Working knowledge of computer programs required for development of newsletters, data bases, and data management.
- Ability to operate in a self-directed manner, seeking information and assistance as needed to complete assigned tasks.
- Ability to plan and prioritize tasks in order to meet deadlines.
- Display positive and professional interactions with the public and staff of the center, program, and agency.
- Oral and written communication skills required..
- Organizational and record-keeping skills.

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor of Arts, Bachelor of Science Degree with concentration in early childhood development
- Demonstrated knowledge of child development for children under age 6, community resources and agencies that work with families
- Four years experience working with families and young children.
- Three years experience in a supervisory capacity.
- Must have daily access to reliable transportation and a valid Virginia Driver's License.

SPECIAL REQUIREMENTS:

- Must have a valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services
- Must have CPR, First Aid certification, and MAT certification or be able to obtain such certification within 6 months of employment.
- Must be available to work any eight (8) hours shift during center operational hours of 6:30 a.m. – 6:00 p.m.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force to move objects.
- Visual acuity requirements – must be able to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities and structures.
- Conditions subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply

Education Coordinator
11-1-2016