

# Total Action tap For Progress into hope

## JOB DESCRIPTION

**JOB TITLE:** Education Coordinator for Child Care Partnerships

**COMPONENT:** Early Head Start

**SALARY:** \$15.89/hr.

**CLASSIFICATION:** Exempt/Administrative

### **DEFINITION AND PURPOSE:**

Works to ensure that all partnership programs are operated in a way that exemplifies the Early 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 observations to ensure ongoing quality of environments, interactions, and activities for the children.

### **ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: Supervisor of Monitoring and Compliance

Supervises: N/A

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

### **RESPONSIBILITIES:**

- Works with Community Partnerships 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 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 supply lists, as needed
    - Approves all requests for large equipment, as needed
  - Submits requisitions for purchase of classroom equipment and supplies including diapers to Supervisor of Monitoring and Compliance, as needed
  - Works with Education Coordinator team to submit orders for classroom supplies, as needed
  - Monitors planning and implementation of classroom activities and home visits
    - Reviews lesson plans monthly to assure compliance with Head Start Performance Standards and Head Start Learning Outcomes Framework: Ages Birth to Five.
    - Receives all field trip requests from partners and submits to the Supervisor of Monitoring and Compliance for approval
    - 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 home visits, as needed
    - Submits 45 day information to data personal within three days of receiving them from partnership staff
    - Monitors children online individualization and observations in Teaching Strategies GOLD Assessment
  - Works with partners to identify elements of the environment and interactions that are working well and those that may need changes or improvements.
  - Develops a plan of action with partners to implement needed changes and follows up to ensure that plan is followed, adjusting the plan as needed.
    - Encourages and facilitates a team approach among all service area staff in all partnership sites, as needed
  - Attends partnership meetings
  - Maintains open communication with all staff
  - Motivates and supports staff through positive feedback and recognition of staff strengths whenever possible
  - Coordinates and facilitates problem-solving process when applicable
  - Involves appropriate service area representatives in problem-solving activities
- Works with Transition and Training Coordinator to promote activities that will contribute to the professional development of partnership staff, as needed
  - Plans and coordinates workshops and training sessions, in cooperation with the Supervisor of Monitoring and Compliance and/or Head Start Transition and Training Coordinator
  - Makes recommendations and provides information to staff about available opportunities for professional development
  - 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, as requested
- Encourages and supports partnerships 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 Monitoring and Compliance of needs, problems, and concerns regarding partnerships
  - Meets with Supervisor of Monitoring and Compliance to provide updates on progress, goals, and activities in the partnerships
  - Provides Supervisor of Monitoring and Compliance with written monthly reports on partnership activities
  - Makes Supervisor of Monitoring and Compliance aware of staffing changes and vacancies as they occur in partnerships
  - 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
- Submits paperwork in a timely manner to Supervisor of Monitoring and Compliance
  - a. Consolidates partnerships monthly center reports, and submits Education Report the last Thursday of the month to Supervisor Monitoring and Compliance
  - b. Completes and submits monthly classroom observations.
  - c. Completes and submits Records Checks 4x a year; October, December, March, May, and August
  - d. Submits ECERS/ITERS once a year (and center equipment orders as needed based on the ECERS/ITERS)
  - e. Keeps center notebooks up to date and paperwork filled within two weeks of event date
  - f. Submits CLASS teachers scores and improvements using TAP Head Start CLASS, Scoring and Observation Teacher Review Form
- Works closely with Virginia Quality and Smart Beginnings Greater Roanoke and New River Valley partnership to maintain excellence and quality in TAP Head Start Partnership.
- 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 (with an emphasis on infants and toddlers), 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 be able to travel out of town and overnight for occasional training and conferences.
- 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*