

TOTAL ACTION AGAINST POVERTY

JOB DESCRIPTION

JOB TITLE: Early Head Start Education Coordinator
COMPONENT: Early Head Start
PROGRAM ACCT. NUMBER 225
SALARY:
CLASSIFICATION: Exempt

GENERAL DESCRIPTION:

The Early Head Start Education Coordinator is responsible for the supervision and implementation of the curriculum used with the children and families enrolled in the program. This person will support instructional staff to ensure successful, nurturing experiences for infants and toddlers in the child development centers, while recognizing the parents as the most important influences in the lives of their children.

ORGANIZATIONAL RELATIONSHIP

Supervised by: Supervisor of Education
Coordinates with: Head Start and Early Head Start Staff,
Community Agencies and educational institutions
Supervises: Early Head Start Staff

RESPONSIBILITIES AND/OR SPECIFIC DUTIES

- 1) **Provides guidance for staff in implementing the curriculum and providing a quality environment for infants and toddlers.**
 - a) Spends time in each classroom observing and providing support and instruction for classroom teaching staff.
 - b) Uses observation tools as appropriate (including but not limited to the Infant /Toddler Classroom Rating Scale and Toddler CLASS) to conduct observations and provide feedback to staff.
 - c) Works with staff to identify elements of the environment and interactions that are working well and those that may need changes or improvements.
 - d) Develops a plan of action with classroom staff to implement needed changes and follows up to ensure that plan is followed, adjusting the plan as needed.
 - e) Assists classroom staff in selecting materials and equipment.
 - f) Submits requisitions for purchase of classroom equipment and supplies to Early Head Start Supervisor.
 - g) Works with HS Education Coordinators to create and submit orders for classroom supplies.

- h) Works with Early Head Start Coordinators to order and purchases diapers and coordinates with maintenance for delivery.
 - i) Monitors planning and implementation of routine daily classroom activities.
 - i) Reviews lesson plans weekly to assure compliance with:
 - (1) Head Start Performance Standards
 - (2) NAEYC Accreditation
 - (3) Virginia Minimum Standards for Licensed Child Care Programs
 - (4) Creative Curriculum guidelines
 - (5) Teaching Strategies GOLD
 - (6) IFSP goals for children with disabilities
 - ii) Receives and approves all field trip requests
 - iii) Reviews food experiences
 - j) Monitors children's education records (including but not limited to education files, portfolios, and Teaching Strategies Gold on-line) to ensure that they are accurate and up to date.
 - i) Observes at least one home visit per year for each teacher.
 - ii) Works with staff to ensure that the developmental screening tool is implemented for each infant and toddler within 45 days of child's date of entry into the classrooms.
 - iii) Works with staff to ensure that ongoing monitoring tools are completed at appropriate times throughout the year based on the Early Head Start/Head Start Policies and Procedures Manual.
- 2) Provides guidance to center staff in monitoring staff performance.**
- a) Completes a performance appraisal for each EHS classroom staff annually that is based on:
 - i) Classroom and home-visit observations
 - ii) Documentation of satisfactory completion of regular job duties, exemplary performance, and problems
 - iii) Professional development goals set by staff
 - iv) Self-assessments completed by staff
 - b) Provides follow up regarding goals and action plans generated from performance appraisals.
- 3) Assists the Training Coordinator in planning training and professional development for the teaching staff:**
- a) Makes recommendations and provides information to staff about available opportunities for professional development.
 - b) Assists staff in developing individual Professional Development Plans on file with Training Coordinator.
 - c) Sets plans, monitors and assists with Infant and Toddler CDA or other certification or re-certification, as needed.
 - d) Presents or facilitates training sessions that are specific to needs of staff, as needed.

- 4) **Supports a team approach in serving as a member of the Education Staff**
 - a) Maintains open communication with all staff.
 - b) Contributes to the Head Start & Early Head Start newsletters, as requested.
 - c) Attends all required staff or committee meetings, regularly or upon request.
 - d) Maintains a working knowledge of the Head Start Performance Standards, Minimum Standards for Licensed Child Care Programs, and NAEYC Accreditation Standards.
 - e) Assists the Supervisor of Early Head Start with the interviewing and hiring process.
 - f) 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.
 - g) Informs Supervisor of Early Head Start/Early Head Start partnership Manager of needs, problems, and concerns regarding the implementation of the curriculum or classroom environments.
 - h) Supports classroom staff to create an atmosphere in their classrooms that is welcoming to parents and families.
 - i) Assists the program in meeting in-kind quota.
- 5) **Receives training and maintains certifications as required by the Supervisor of Early Head Start including but not limited to Toddler CLASS and Infant/Toddler Environment Rating Scale.**
- 6) **Reports all suspected cases of child abuse or neglect to site supervisor and calls Child Protective Services immediately.**
- 7) **Performs other job-related tasks upon request.**
- 8) **Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.**

QUALIFICATIONS

- A Bachelor or Associate's degree with concentration in early childhood development or related field.
- Four years experience working in working with infants and/or toddlers.
- Two-three years' experience in a supervisory capacity.
- Must possess a car and a valid Virginia Driver's License.
- Must be able to travel out of town and overnight for occasional training and conferences.

Skills, Knowledge and Abilities:

Thorough knowledge of infant and toddler development and best practices in the field of early childhood education.

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.

Working knowledge of reflective supervision techniques with adults.

Demonstrates interpersonal skills with staff and parents.

Demonstrates oral and written communication skills.

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 whose performance 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.

***Bilinguals applicants are encouraged to apply
TAP hires only U.S. Citizens and lawfully authorized aliens.
EOE/Drug Free Employer***

02/15