

EDUCATION SERVICES COORDINATOR

Job Function: Coordinates and ensures implementation of entire Education, Disabilities and Transition programs as outlined in the Head Start Performance Standards.

Qualifications:

- BS in Early Childhood Education/Child Development with one(1) year experience teaching preschool and/or supervisory preschool experience.
- Or a combination of education and experience may be considered on a case by case basis; however a bachelor degree is required. Along with experience in a supervisory position that supervised 5 or more staff. Having taught in a preschool, pre-k classroom would be beneficial but not mandatory.
- Develop and maintain a coaching plan with the education staff each school year.
- Maintain licensing and STARS requirements for the center and staff.
- Ability to work with teaching staff, Director and other Supervisors.
- Willing to take all applicable training in or out of state.
- Training and experience in areas that include the theories and principles of child growth and development, early childhood education, education of exceptional children and family support.
- Willing to take supervisory responsibility for the entire education component and education staff.
- Ability to coordinate all children's programs.
- Have First Aid and CPR cards or obtain with in probationary period and will keep it current.
- Have basic working knowledge of computers. Have willingness to learn the ChildPlus program used at Head Start.
- Promotes team building and professionalism with all staff in a cooperative and appropriate manner.

Specific Duties:

- Provides technical assistance and training to the staff. As well as review and present information and materials that would be of interest to other staff.
- Supervise classroom personnel. Written monthly classroom observations will be conducted. Evaluate once yearly.
- Study weekly and long range plans for classrooms. Provides suggestions and approval of activities.
- In conjunction with Transportation & Family Services Coordinator coordinates training of classroom volunteers.
- Supervises classroom volunteers in conjunction with Transportation & Family Services Coordinator.
- Write and keep updated Education Service Delivery Plan and Disabilities Service Plan.
- Assure the development of individualized education plans for each child.
- Responsible for making sure that classroom are staffed adequately.
- Holds 2 education meetings each month with education staff to discuss education related activities.
- If possible participates in staffing of all children.

- Provides input to Director to determine teacher/teacher assistant teams and to determine such teams yearly schedules.
- Ensures that all files pertaining to the Education Component are kept confidential and up-to-date.
- Assist and supervise teachers and teacher assistants in preparation of lesson plans that include: an organized series of experiences designed to meet the individual differences and needs of participating children. Other requirements of the Performance Standards.
- Helps staff work with interpersonal team problems, which affect job quality.
- Reports education component activities, accomplishments and problems to the Head Start Director on a regular basis.
- Assists in the hiring process for teaching staff.
- Assists in the coordination of other components with the educational component.
- Meets regularly with other coordinators and also teaching staff to share information and coordinate efforts to implement performance standards.
- Determines areas of weakness; recommends and/or takes corrective action.
- Give input to the Director for necessary monies in order to carry out the education and disabilities mission.
- Contacts and make home visits to parents of children with suspected disabling conditions explain to them about the procedure used for evaluations, confirmation meeting, interdisciplinary team approach and Individual Education Program.
- Make special arrangements that may be needed for the child with disabilities, including special nutritional needs.
- Coordinate the process of assessing children through initial screening, ongoing development and specialized assessments to determine the children's needs.
- Inform members of the interdisciplinary team of date and time of staffing and confirmation meeting.
- Assist Child Study Team and Parents in developing Individual Education Programs and follow up on progress of individual children.
- Provide additional services to children and families when necessary to augment classroom plans and/or fulfill IEP requirements.
- Plan and conduct transition activities for families throughout the year.
- Work with Social Services Coordinator in the recruitment process for children entering Head Start.
- Work with Social Services Coordinator to identify children who may need mental health services.
- Work with Health Services Coordinator from initial assessment of children to follow-up activities.
- Works closely with Public School to coordinate services.
- Works with all staff to maintain good communication about children and their families.
- Advocate in the community for appropriate services for children with disabilities and their families.
- Understands that confidentiality must be maintained concerning children, families and staff.
- Work with all staff to maintain staff morale and team approach.
- Attend training to maintain professional knowledge.