

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title:	Education Coordinator
Wage/Hour/Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Pay Grade:	13
Reports to:	Education Supervisor
 <i>Employee's signature of acknowledgment and understanding of this document:</i>	
_____	_____
<i>Name</i>	<i>Date</i>

Position Summary:

Implements a developmental and culturally appropriate education program in compliance with Agency policies and procedures and Head Start Performance Standards.

Essential Functions:

Regular and consistent attendance is an essential function of this position

1. Plans, reviews, assesses, and designs strategies for successful implementation of the Agency education plan by:
 - Observing classrooms for Developmentally Appropriate Practice (DAP) environment, required posted materials, adequate and appropriate materials, and safety/sanitation.
 - Reviewing weekly planning forms and children's files and provides appropriate feedback and guidance to ensure compliance with agency policies and guidelines.
 - Monitoring lesson plans and children's files for compliance and Developmentally Appropriate Practice (DAP).
 - Ensuring that Pre-school Teachers meet the Head Start Child Outcomes by providing children with quality materials and experiences to promote all areas of development
 - Ensuring use of appropriate Agency approved Developmentally Appropriate Practice (DAP) curriculums as well as including an anti-bias approach.
 - Conducting classroom observations as required by Agency guidelines.
 - Supervising preparation of classrooms in order to provide a safe environment.
 - Maintaining thorough documentation of classroom monitoring and observations.
 - Reviewing all paperwork prepared by teachers and completing monthly reports on time.
 - Assisting in placement of children in the classroom.

2. In the capacity of Mentor-Coaches, Education Coordinators will demonstrate the following capabilities:
 - Knowledge and skills in adult learning styles; communication and problem solving with protégés; interpersonal skills; assessment of staff needs through observation and through communication with the protégés; coaching strategies; confidentiality; and understanding and respecting diversity.
 - Use of effective strategies for tracking staff progress overtime to determine if staff has actually acquired new knowledge and skills as a result of mentoring and coaching
 - Guiding the teacher toward improved skills in observing and assessing children on an ongoing basis, link this information to individualizing learning experiences and follow children's progress over time.
 - Specialized knowledge and skills to provide guidance to staff on the most appropriate strategies for observing and assessing children who may come from varying linguistic backgrounds. Using Head Start resources, expected to develop the knowledge and skills to guide staff in implementing culturally and linguistically appropriate research-based curricula to support diverse children and families.
 - Assist staff to use evidence-based practical, preventive strategies to both decrease the occurrence of challenging behavior and promote young children's social competence.
3. Provides training and technical assistance to education staff by:
 - Collaborating with Education Supervisor and Central Office Education Specialists to coordinate educational training for education staff at local pre-service and throughout the season.
 - Collaborating with other education staff in determining and defining training needs of employees.
 - Meeting with teaching classroom staff on a weekly basis to answer questions and provide technical assistance.
 - Collaborating on designing follow-up to trainings which ensure skills acquisition and supports staff through entire process.
 - Conducting training for staff and parents as required.
4. Ensures the hire and maintenance of qualified teaching staff by:
 - Participating on the interview panel team.
 - Participating in staff orientation process for new employees.
 - Providing training and technical assistance to new staff.
5. Maintains education staff job performance by:
 - Directly supervising teaching staff.
 - Providing guidance and positive reinforcement to include conducting staff performance reviews.
 - Developing a process to ensure program effectiveness through employee performance plans.

- Planning, monitoring, and appraising job results to include review of documentation, memos, notes, and other data.
 - Implementing staff disciplinary procedures in accordance with Agency policy and procedures.
 - Reviewing and authorizing staff time records and overtime to ensure compliance with Agency policies and procedures in regards to wage and hour laws and regulations if applicable.
 - Ensuring compliance with Agency occupational safety and health practice.
6. Through collaboration with Site Coordinators maintains classroom with required furnishings, materials, and supplies by:
- Ensuring that ordering, purchasing, receiving, and distributing materials needed by classrooms promptly in accordance with Agency purchasing guidelines.
 - Maintaining inventory control of all educational materials and equipment.
7. Collaborates in the transition of families and children into public school by:
- Collaborating with Family Services staff in coordinating meetings with teachers from OCDC and public schools.
 - Assisting teachers to plan transition activities for children.
 - Collaborating with Family Services staff in assisting parents with the transition process.
 - Determining what documents to transfer to the transition program.
 - Working with other program coordinators to ensure an integrated and coordinated transition process.
8. Administers program integration in the county by:
- Collaborating with all program service staff and managers to ensure developmentally appropriate inclusion in the classroom of all required topics and procedures.
 - Participating in family advocacy meetings.
 - Participating in referrals and Individualized Family Service Plan (IFSP) development.
9. Maintains and supports good communication system with staff by:
- Conducting regular meetings with education team & Child Development Associate (CDA) staff.
 - Planning and facilitating weekly teacher meetings.
 - Meeting with Education Supervisor on a regular basis to discuss concerns/needs per Agency guidelines.
 - Meeting with other program coordinators as necessary.
10. Contributes to team effort by:
- Providing positive and constructive input to all aspects of the program.
 - Maintaining a supportive relationship with teaching staff and peers.

- Establishing open, positive communication and interaction with all staff.
- Following Agency policies regarding chain of command and conflict resolution.
- Establishing culturally appropriate practices.
- Providing positive, constructive input in meetings, reports, budgets, and planning.
- Completing monthly reports on time.
- Openly receiving feedback from members of the Specialist team and implement plans of action to comply with Head Start Performance Standards and OCDC policies.
- Fostering an understanding of Head Start, its mission, goals, objectives, and program services.

11. Maintains professional and technical knowledge by:

- Attending continuing education classes in early childhood.
- Attending designated training workshops or seminars.
- Participating in training and coordinating activities as part of the statewide OCDC team.

12. Maintains confidence and protects agency operations by:

- Keeping information confidential.

13. Provides emergency services as an Mandatory First Responder by:

- Responding to child/adult emergencies by using First Aid and CPR skills.
- Contacting appropriate medical personnel.
- Ensuring documentation related to incident is completed.
- Participating in fire drills and assisting in the evacuation of the children.

14. Continually applies safety practices in all facets of the performance of duties by:

- Complying with agency safety standards.
- Supporting participation of a safe environment.
- Immediately reporting any unsafe or hazardous working conditions and/or any injury.
- Collaborating with management staff for the prompt completion of injury investigations, corrective actions, and inspections as required.

15. Other responsibilities:

- Performing other work related or assigned duties.

Education and Job Requirements:

BA/BS degree in Early Childhood Education (ECE), Elementary Education, or strongly related educational field required with a minimum of 2 years experience working in a childcare or educational setting with strong emphasis on supervision, program planning and implementation.

Other Job Requirements:

1. Demonstrated knowledge of Head Start system.

2. Possess current First Aid and CPR cards with infant/child CPR.
3. Ability to travel occasionally.
4. Ability to pass agency sponsored physical examination.
5. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
6. Ability to relate positively to children and adults.
7. Must be enrolled in Oregon Criminal History Registry.
8. Must maintain any current educational licensing.
9. THIS IS A MANDATED RESPONDER POSITION.

Other Skill Requirements

1. Bilingual English/Spanish preferred. **Bilingual fluency may be required at some work sites.**
2. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
3. Excellent supervision, managerial, and organizational skills.
4. Excellent communication skills.
5. Effective training/development skills.
6. Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision-making.

Physical Requirements of the Job:

Please see attached Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. May be exposed to illnesses generally attributed to children.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.