

# Oregon Child Development Coalition

## JOB DESCRIPTION

**Position Title:** Site Coordinator  
**Wage/Hour/Status:**  Exempt  Non-Exempt  
**Pay Grade:** 8  
**Reports to:** Program Director (Program Manager in Tier III Counties)

*Employee's signature of acknowledgment and understanding of this document:*

\_\_\_\_\_ Name

\_\_\_\_\_ Date

### **Position Summary:**

Coordinates and supervises daily Center activities.

### **Essential Functions:**

*Regular and consistent attendance is an essential function of this position.*

1. Ensures effective Center operations by:
  - Becoming Acting Substitute Director (as requested) when the Director is out of the building
  - Facilitating enrollment information to teachers.
  - Arranging childcare for parent meetings when necessary.
  - Collaborating with the Education Manager in Child Placement.
  - Assisting staff to solve logistics problems (substitutes, purchasing, etc.).
  - Coordinating opening/moving/closing of classrooms.
  - Guiding the CCD Certification Process.
  - Coordinating site-based special events.
  - Addressing emergencies and collaborating with Program Director and appropriate Central Office staff for resolutions.
  - Coordinating and supervising staffing activities and staffing patterns to include developing staff work schedules, ensuring appropriate staff/child ratios, developing activity schedules for sharing field trips, playground activities, break room, etc.
  - Collaborating with Center transportation staff to ensure changes in routes and rosters are appropriately addressed.
  - Conducting site inspections as needed and required.
2. Determines staffing of Centers to meet Head Start and Child Care Division (CCD) regulations by:
  - Developing staff schedules to include breaks and lunches.
  - Ensuring daily coverage for staff/child ratios including absences, staff and parent meetings, medical appointments, and home visits.
  - Providing coverage for classrooms when needed and providing back up for staff when other substitutes are not available.
  - Placing volunteers in classrooms.

3. Participates in the hiring of qualified Center Aids, Floaters and Substitute Teachers by:
  - Participating in team interview panels.
  - Assisting with the selection of Center Aids, Floaters and Substitute Teachers.
  - Participating in orientation of new staff to the Center.
  - Ensuring that Center Aids, Floaters and Substitute Teachers receive ongoing training and technical assistance.
4. Facilitates child abuse reporting and follow-up process in collaboration with Management staff.
5. Provides information and services to parents and Center by:
  - Giving tours to visitors and parents.
6. Ensures and coordinates program integration in the Center by:
  - Meeting regularly and working cooperatively with Program Director, Component Coordinators, Family Service Workers (FSW), on-site staff, Cooks, Custodians, and Transportation staff.
  - Being a participant on the County Management Team.
  - Maintaining Center information and communication binders/bulletin boards.
  - Providing positive, constructive input in meetings, reports, budgets, and planning.
  - Completing monthly reports on time.
  - Establishing open, positive communication and interaction with all staff.
  - Participating in Center planning and program reviews.
  - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
7. Maintains appropriate education equipment and supply inventory by:
  - Distributing classroom supplies on an ongoing basis.
  - Completing a thorough supply inventory annually.
  - Checking stock to determine inventory level, coordinating orders for supplies and verifying receipt in accordance with OCDC purchasing guidelines.
  - Doing all warehouse ordering and receiving for classroom supplies (including diapers, gloves, toys, etc).
8. Maintains Center staff performance results by:
  - Supervising Center Aides, Floaters, Substitute Teachers, and volunteers with input from the Education Team.
  - Providing guidance and positive reinforcement to include conducting and reviewing staff performance and holding monthly meetings.
  - 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 OCDC policy and procedures.
  - Documenting site staff concerns and investigations.
  - Reviewing and authorizing staff time records and overtime to ensure compliance with OCDC policies and procedures in regards to wage and hour laws and regulations.
  - Ensuring compliance with OCDC occupational safety and health standards.
9. Consults with Program Director/Program Manager on a daily basis to review program issues and activities, defines and resolves problems, and provides update on any Center changes or activities.
10. Maintains a positive image in the community and advocates for children, low-income families and any other groups that require OCDC services.

11. Maintains confidence and protects OCDC operations by:
  - Keeping information confidential.
12. Provides emergency services as an **Mandatory First Responder** by:
  - Responding to child/adult emergencies 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 safe evacuation of children.
13. Continually applies safety practices in all facets of the performance of duties by:
  - Complying with OCDC safety standards.
  - Supporting participation of a safe environment by conducting safety checks.
  - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
  - Coordinating and developing the Center safety committee.
  - Conducting facility inspections.
  - Enforcing adherence to regulations.
  - Ensuring a safe and healthy environment for children and staff.
  - Collaborating with Management staff for the prompt completion of injury investigations, corrective actions, and inspections as required.
14. Other responsibilities:
  - Conducts weekly PIPs
  - Performing other work related or assigned duties.

#### **Education and Job Requirements:**

AA/AS degree in Early Childhood Education or closely related field **OR** High School Diploma/GED with 1 year classroom experience in an education environment utilizing supervisory skills. Knowledge and experience in child development is required.

#### **Other Job Requirements:**

1. Demonstrated knowledge of Head Start system.
2. Possess current First Aid and CPR cards to include infant/child CPR.
3. Ability to travel occasionally.
4. Ability to pass OCDC 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 licensing required for the position..
- 9. THIS IS A MANDATED RESPONDER POSITION.**

#### **Other Skill Requirements:**

1. Bilingual English/Spanish preferred. **Bilingual fluency may be required at some 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 OCDC 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.

**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.

*OCDC 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.*