

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.

Conway, South Carolina

JOB DESCRIPTION

| | | | |
|-------------|---|---------------|-------------------|
| JOB TITLE: | <u>EARLY HEAD START COORDINATOR</u> | GRADE: | <u>10</u> |
| COMPONENT: | <u>EARLY HEAD START</u> | DATE REVISED: | <u>02/22/2022</u> |
| REPORTS TO: | <u>EDUCATION MANAGER</u> | STATUS: | <u>Exempt</u> |

I. INTRODUCTION:

Under the direction and supervision of the Education Manager, using complex analytical judgment, coordinates, plans, and implements all activities of Early Head Start to provide developmentally appropriate activities to all individuals of the Early Head Start Program. Responsible for staff that are leading children toward the fulfillment of their potential for intellectual, social, emotional, physiological growth, and for assisting families in receiving comprehensive services.

II. DUTIES AND RESPONSIBILITIES:

1. Provides direction, guidelines, and support to the caregivers assigned to work with the infants, toddlers, and families served. Oversees the development and implementation of strategies for achieving the objectives outlined by the funding source.
2. Plans and coordinates the development of a supportive social and emotional climate in each Early Childhood Center operation to include the assistance of child development materials and to ensure health and safety are promoted.
3. Coordinates parent trainings to assist parents in increasing observation skills and how to share assessment with staff.
4. Monitors and insures that classroom activities meet the individualized needs of children from various populations, racial and ethnic backgrounds.
5. Monitors procedures for and supervises the on-going observation, recording and evaluation of each recipient's growth and development.
6. Coordinates and monitors physical environments to insure conduciveness to learning and reflective of different stages of child development (ex: building/equipment safety, fire safety, cleanliness, provisions for disabled children ensuring that state licensing requirements are met, etc.).
7. Networks with other Early Head Start Programs, educational facilities, etc., in planning education activities conducive to recipient needs; develop methods for parent involvement in the planning process.
8. Supervises the implementation of an approved assessment as may be required.
9. Supervises the development of daily lesson plans that address the whole child; integrate all service areas into the curriculum that are individualized and address Early Head Start Outcomes.
10. As reported by fiscal, monitor budgets by center location on a monthly basis to insure no overspending of funds. Requisition supplies and materials and maintain an inventory of equipment for each site.
11. Assists staff in setting annual goals and preparing an Individualized Professional Development Plan with Caregivers and conducts Caregivers evaluations annually through reflective supervision.
12. Works with the Education Manager in setting professional goals and follows an

- Individualized Professional Development Plan through reflective supervision.
13. Requisitions sufficient furniture, equipment and programmatic materials necessary to meet the needs of the program.
 14. Oversees the preparation of all required reports, forms, client data files, etc., as required; assists in the planning of staff training, maintains accurate records to include staff/child's observations, individualization, lesson plans, lunch counts, in-kind contributions and other records as directed, using correct spelling and accurate calculations.
 15. Attend all workshops, seminars, pre-service and in-service trainings, etc. as required.
 16. Assists Education Manager in the coordinating, monitoring and evaluating of the Early Head Start Program.
 17. Assist Education Manager with interviewing personnel for Early Head Start Program.
 18. Coordinate the compilation and analyzing of children's outcome data to prepare written reports for the Education Manager.
 19. Schedules and facilitates monthly center staff meetings and other sessions as directed.
 20. Implement and carry out emergency and safety procedures.
 21. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (entry requirements):

1. Bachelors Degree in any field with coursework equivalent to an Associate Degree in Early Childhood Education with three years' experience in working with Early Head Start Children, and three years' experience supervising a staff of 5 or more professionals and a CDA in Infant and Toddlers or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler, or
2. In addition to the CDA qualifications above, a Bachelor's Degree in Early Childhood Education with two years working with Head Start Children and two years of experience supervising a staff of 5 or more professionals.
3. Knowledge of child growth and development.
4. Knowledge of Early Head Start and Head Start Performance standards and outcomes.
5. Knowledge of principles of supervision, training, and performance evaluations.
6. Extensive knowledge (at least three (3) years experience) in communicating effectively, both orally and in writing and in the preparation of reports and/or narratives.
7. Considerable knowledge in the techniques and concepts of human relations.
8. Considerable knowledge (at least two years' experience) in establishing and maintaining working relationships with other organizations, group etc., and/or in the concepts of making effective contact with individuals, families, etc. for the purpose of data collection, counseling, information sharing, and must be able to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds and those with disabilities and special needs.
9. Extensive knowledge of the use of information technology to collect, record, retrieve data and prepare reports.

- 10. Must be able to plan, organize and supervise an Early Head Start Center or a Head Start Center.
- 11. Must have the ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- 12. Must have driver's license and reliable transportation and must be willing and able to travel among counties to different Agency locations on a daily basis.
- 13. Able to attend overnight meetings and workshops.
- 14. Ability to maintain and retrieve files and to visually review.
- 15. Able to lift 30 pounds.
- 16. Must be able to pass a SLED/FBI criminal background check
- 17. Must be able to pass a Central Registry Check.
- 18. Must be able to pass a drug screening.
- 19. Must be able to pass a Staff Health Assessment for Caring for Children.
- 20. Must have a Tuberculosis Certification.
- 21. Must be fully COVID-19 vaccinated.
- 22. Must be able to communicate effectively with children, staff, and parents.

B. DESIRABLE:

- 1. Masters in Early Children Education with a CDA in Infants and Toddlers.
- 2. Considerable knowledge (at least two (2) years experience) of management concepts and principles.
- 3. Considerable knowledge (at least two (2) years experience) of community action concepts.
- 4. Considerable knowledge (at least two (2) years experience) of the government regulations and guidelines for operation of the Early Head Start and Head Start Program.

IV. MOBILITY:

Upward-----Education Manager
 Lateral-----
 Downward-----Center Supervisor

V. HOURLY RANGE: \$ 21.54-32.22

Signature

Date

Approved by Policy Council: _____ February 24, 2022 _____

Approved by the Board of Directors: _____ February 22, 2022 _____