

# Highland Rim Economic Corporation/Head Start

## Head Start Area Coordinator

Reports to: Education Manager

Policy Council Approval: 10/25/11

### Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Supervise assigned centers and employees to ensure that the day-to-day operation of the site is conducted according to program policies, procedures, plans, and Performance Standards.
- Meet with the Education Manager on a regular basis and inform the Education Manager immediately when problems or emergencies occur.
- Prepare for and conduct regular employee meetings and planning sessions and document all staff meetings.
- Monitor and evaluate the area of Early Childhood Education through classroom observation, staff performance and the review of lesson plans and other education documentation to ensure compliance with the Performance Standards, program plans, policies and procedures.
- Oversee and direct the daily activities of all teaching staff. Supports teachers with the development, coordination and delivery of curricula and other educational activities for each classroom. Ensure that lessons and activities meet the needs of the children and provides high quality care and training in staff observation skills.
- Ensure the center's physical environments are developmentally appropriate and meet the highest possible standards, using the ITERS, ECERS and/or other applicable evaluation tools to observe and recommend quality improvements.
- Support and ensure the proper utilization of the Developmental Continuum to assess children's developmental levels and creation of individualized educational plans for each child in the center.
- Promote literacy with the children and families we serve. Conduct short term classroom/literacy goals and literacy checklists.
- Utilize the information from the Child Outcomes reports to adjust teaching styles and activities to enhance children's progress toward established goals and objectives.
- Participate in the interview and selection of center staff and substitutes.
- Maintain accurate and thorough documentation to support and justify any personnel disciplinary actions.
- Verify the accuracy and thoroughness of time and attendance sheets, travel records, leave requests and other records required by the agency.
- Interact with parents and other family members to promote optimum participation by family members in all aspects of the ECE component.
- Work closely with professional program staff on issues pertaining to recruitment, enrollment, staffing and meeting of specific needs for children and their families.
- Submit all required reports and related data to the Education Manager and/or appropriate Program Manager.

- Complete annual performance evaluations for all staff under their supervision.
- Assist parents, Program Managers, Local Education Agency, etc. with developing and implementing Individualized Education Programs (IEP's) to meet the needs of disabled children participating in the program.
- Attend training sessions, workshops, and out of town conferences pertaining to the ECE component.
- Provide training for staff on how to implement and utilize the Teaching Strategies Gold; assists with inputting data from teachingstrategies.com into the teachingstrategies.com database.
- Ensure all classrooms meet safety and health regulations for compliance and/or report identified problems to appropriate Program and/or Education Manager.
- Ensure that transitions between Head Start and School Districts are occurring for all children and families.
- Maintain all records as required for Child Care Licensing in Tennessee and work with licensing counselors during scheduled and/or unannounced visits to the site.
- Ensure that all confidential information and records are kept in a locked filing cabinet.
- Support teachers with observing, assessing, evaluating, documenting and referring children in accordance with established policies and procedures.
- Support teachers with implementing classroom activities utilizing strategies to develop physical, social, emotional and cognitive development
- Serve as a role model for parents, other staff and volunteers by utilizing proper techniques in redirections, modeling, appropriate language, correct discipline, displaying positive interaction with children and other adults on a daily basis.
- Support teachers in supporting cultural diversity and individual strengths.
- Compile Summer/Kindergarten transition packets and parent/teacher informational handouts.
- Provide information to parents about the Title 1 and Public Library reading programs.
- Assist Education Manager in developing collaborative relationships with local school systems to track the progress of children as they enter kindergarten and are promoted through the elementary school grades.
- Ensure open communication with Facilities Manager and Health Services Manager regarding Bus Driver/Cook/bus Monitor staff and other staff as necessary.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Perform related duties as assigned.

**Qualifications/Requirements: Area Coordinator**

- Bachelor's degree in Early Childhood Education or a related field with 18 hours of early childhood education or Associates Degree in Early Childhood Development or actively enrolled until degree is obtained.
- 3-5 years of experience in supervision.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.

- Incumbents are subject to a criminal background check and must pass post-offer and random drug and alcohol screening.
- Bilingual preferred (English/Spanish).
- DOT Medical Card.

**Knowledge or Skills:**

- Excellent computer, verbal and written skills.
- Familiar with assigned geographical area and knowledge of community resources.
- Experience in case management and working in a pre-school environment.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Organizational and multi-tasking skills.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Adheres to professional ethics and standards.

**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.