

## Highland Rim Economic Corporation

<b>Title:</b> Area Coordinator	<b>Reports To:</b> Education Manager
<b>Status:</b> Exempt	<b>Department:</b> Head Start
<b>Skill Level:</b> 3	<b>Pay Grade:</b> 402
<b>Location of Work:</b> Stewart/Dickson County	

### **Description:**

The Area Coordinator is responsible for the daily oversight and center operations, including assurance of compliance licensing, performance standards and personnel policies. The Area Coordinator works with teaching staff to ensure coverage of the classrooms. The Area Coordinator supports teachers with curriculum delivery through direct observation and feedback and by positive critical review of documentation and communications such as lesson plans, daily schedules, planning meeting notes, and children's developmental assessment.

### **Responsibilities:**

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- Adheres to all National and local Head Start philosophies and vision, assisting with the leadership and implementation of best practices towards achieving program school readiness goals
- Monitor the day-to-day operations of all classrooms within their assigned service areas
- Ensure each classroom is fully staffed (daily) and coordinate substitute coverage as needed
- Daily observation and monitoring of classrooms and staff to ensure compliance of licensing, local, state and federal requirements (including the Head Start Program Performance Standards)
- Attend meetings and trainings, as needed, to keep abreast of early education trends.
- Ensure compliance with licensing, childcare assessment requirements and all other program regulations, policies and procedures
- Participate in the annual Community/Self-Assessment with the Policy Council, staff and program consultants
- Assist in analyzing reports to ensure compliance with Head Start Performance Standards
- Conduct Classroom observations using CLASS and informal instruments
- Communicate with direct supervisor concerning Early Childhood activities
- Model, coach, and co-teach in early childhood classrooms as needed
- Provide specific feedback to teachers concerning strengths and areas in need of improvements
- Keep accurate and up-to-date records as established by local policy and complete required reports within required timelines
- Provides leadership in the area of early childhood development and best practices
- Works in partnership with the Education Manager, Coach/Mentor, and all managers

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- Together with the Facilities/Transportation Manager, overseeing maintenance for a safe, secure, and well-maintained facility according to state and federal requirements
- As needed fill in for classroom teachers if substitute coverage is not available
- Provide necessary timeline information and documentation to teachers on all paperwork (developmental reports, home visits, work sampling and portfolios). Participates/observes parent-teacher conferences and home visits (at least some for each teacher annually) to monitor and mentor teacher
- Evaluate classroom environments, room layouts, equipment, materials and supplies to make sure these are all adequate to deliver the curricula and uphold all standards
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

### **Qualifications/Requirements:**

- Must have a Baccalaureate or advanced degree in early childhood education or baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching
- Possession of a valid Tennessee Commercial Driver's License, DOT Medical card, and maintain a vehicle liability insurance policy
- Ensure periodic physical examination and tuberculin test
- The incumbent is subject to a criminal background check and must pass pre-employment/random drug and alcohol screenings
- Prefer bilingual (English/Spanish)

### **Knowledge and Skills:**

- 3-5 years of experience in supervision
- 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, decision-making 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

### **Physical Requirements:**

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travels up to 50-75%.

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*The required physical demands described above are not all inclusive in describing the demands 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.*

*This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organization.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_