

Category: Support Staff
Location: Early Childhood Education
Revised/Reviewed: 12/13/2017
Adopted: 12/13/2017
Employment Status: Non-union

**DIISD BOARD OF EDUCATION
JOB DESCRIPTION**

Title: Education and Early Childhood Development Coordinator

Report To: Director of Early Childhood Education

Length of Contract: Full Time

Employment Status: Non-union; Non-exempt

Qualifications:

1. A Bachelor's Degree in Early Childhood Education or related degree, an elementary degree with a ZA or ZS Endorsement.
2. A minimum of two years of successful experience in Early Childhood Education or related fields of education, and an in-depth knowledge of education of young children.
3. Ability to work effectively with staff, parents and families and the community.
4. Knowledge of child development and the coordinating roles of various components and programs within the department.
5. Ability to provide consultant service to staff and parents regarding child develop and developmentally appropriate practice.
6. Working knowledge of Head Start Performance Standards and Great Start Readiness Standards of Quality.
7. Driving may be necessary for this position which would require a valid driver's license.

General Description:

- ◆ Research, develop, maintain and coordinate education programs and initiatives for children
- ◆ Provide guidance, direction and evaluation to classroom and home base coordinators in planning and assessment of children
- ◆ Promote good public awareness by neat appearance of self and proper attitude.

Essential Functions:

1. Comply with all applicable policies, procedures, rules & regulations.
2. Coordinate the education and early childhood development component of the program to comply with the Head Start Performance Standards and Great Start Readiness Standards of Quality and State of Michigan Licensing.
3. Maintain a current knowledge of developmentally appropriate practice.
4. Be responsible for the implementation of the High/Scope Curriculum in the classroom, and Parents as Teachers Curriculum in the parent focused home-based option.
5. Be responsible for the overall education and early childhood development services of the Early Childhood Education Department.
6. Coordinate the Education and Early Childhood Development Services Area with all other component coordinators and the administration.
7. Provide guidance and practice based coaching to the home base and the classroom staff regarding program practice and implementation.
8. Oversee the development and implementation of a Child Service Plan for each child.
9. Coordinate Child Service Plans and Family Partnership Agreements, in conjunction with classroom coordinators, parents and component staff.
10. Participate in all staff meetings and on-going training to further develop the necessary skills/knowledge.
11. Be responsible for early childhood education and development service area pre-service and in service training for the staff and parents.
12. Be responsible for all necessary reporting, documentation and data keeping related to education and child development.
13. Coordinate and ensure that effective transition activities occur for children and families into Early Childhood Programs and into local school districts and other early childhood programs and child care settings.
14. Coordinate opportunities for Head Start Staff training and local school district teaching staff to communicate. Coordinate mutual site visits and participate in joint training and staff development.
15. Maintain all child and family records and information in a safe and confidential manner.
16. Participate in ongoing professional development, both formal and informal, for enhancement of individual abilities, skills and knowledge required for maximum job performance.
17. Assist in the recruitment of children and ~~coordinate~~ **participate in** the timely delivery of developmental screening activities.
18. Provide guidance and support to classroom staff for implementation of the Child Outcome Measures Plan.
19. **Maintain CLASS rater reliability and administer the assessment per program schedule in each classroom annually.**
20. Must have regular and reliable attendance.

Other Duties and Responsibilities:

1. Provide monitoring, guidance and oversight with the Director to insure that staff work in team partnerships for the benefit of enrolled children and families in accordance with program standards and practice.
2. Serve as a positive role model for DIISD constituents demonstrating how to be a responsible citizen and productive member of society.
3. Adhere to the DIISD Code of Ethics.
4. Ability to carry out other associated duties as assigned by administration.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluid and tissue.
2. With reimbursement, may be required to use personal vehicle to perform job related functions.

Specific Position: Education and Early Childhood Development Coordinator

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority, or designee.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity, during normal business hours, to review the Dickinson-Iron Intermediate School District By-Laws and Policies, which are housed in the Superintendent and Departmental Offices.

Signature of Staff Member

Date