



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: September 26, 2000

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**Early Childhood/Child Care Coordinator**

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**Summary of Functions**

Develops and implements a Early Child Care facility for the district. Administers, manages, and supervises Child Care Center.

**Essential Duties and Responsibilities**

- 1) Planning – In collaboration with the Parents and Community Outreach Director, guides the development, implementation and evaluation of the child care program.
- 2) Administration – Develops budget, procurement and personnel needs based on program plans and analysis. Orders materials as needed.
- 3) Supervision – Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas, and assigns responsibilities. Participates in the selection of new employees; appraises, counsels and advises subordinates; resolves grievances.
- 4) Curriculum – Identifies and/or develops an appropriate curriculum approach to home-based child literacy and pre-literacy, parenting skills and child development.
- 5) Coordination – Works closely with other relevant community agencies in the recruitment and referral of prospective families. Coordinates services, identification and advocacy of available community services.
- 6) Training – Develops and implements an ongoing training plan for staff and parents.
- 7) Technical Support – Leads case management sessions and provides home visitors with information, skill development, support and leadership. Assists staff and parents in developing family plans.
- 8) Advisory Council – Coordinates the selection of members and facilitates the meeting process of the Even Start Advisory Council.
- 9) Funding – Secures the local funding match for program. Solicits additional funds as needed.
- 10) Public Relations – Promotes, publicizes and interprets program to staff and the community at large. Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child.
- 11) Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.

- 12) Reports – Prepares and submits required reports and related documentation.
- 13) Other – Performs such other functions as may be necessary to the work of the program. Maintains confidentiality regarding staff and students.

### **Organizational Relationships**

Supervised by and reports to Superintendent or designee. Supervises staff of approximately 7 consisting of home visitors, tutor, custodian, child care aides at two buildings, Even Start and Child Care Center, and Babb

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's Degree in education or a related field.
- Or Two (2) years of experience in early childhood education or child and family development programs.
- Valid Montana Driver's License.
- Technology skills including proficiency with desktop computers, preferably Microsoft Word and Excel.
- Knowledge of federal and state program regulations.
- Knowledge of program planning and budgeting.
- Excellent communication, problem solving and organization skills.
- Ability to relate positively to school and community constituencies, including under-served and diverse groups.
- Ability to work with others and without close supervision.
- Ability to supervise.
- Good work habits.

**Desirable Qualifications** – Experience in working in Native American communities. Grant writing experience.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

