

MONTEREY COUNTY OFFICE OF EDUCATION

COORDINATOR, EDUCATIONAL SERVICES Head Start Program

CLASSIFICATION: Certificated Management
SALARY LEVEL: Coordinator I-IV
WORK YEAR: 12 months

DEFINITION

Under general direction, coordinates the early childhood education program in center and home based options; is the ECE resource to all components; provides training in child development and early childhood education to staff and parents.

SUPERVISOR

Head Start Director

POSITIONS SUPERVISED

Education Specialist

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Supervises, trains, evaluates and assigns staff in accordance with County Office of Education, Head Start Personnel Policies and Procedures. Provides guidance and training for all staff to assist them to carry out goals, policies, and activities designed to implement education component objectives, and performance standards. Establishes and regularly convenes an early childhood curriculum advisory committee. Assures the effective planning and implementation of transition activities; meets with school personnel to develop transition plans. Participates in writing the grantee plan of action in conjunction with the program managers, coordinators, director, staff, and parents. Is responsible for the licensure of facilities, completing application, submitting forms, and communicating with the licensing authority. Monitors the education program to assure compliance with Title 22, Head Start Performance Standards, and the grantee plan of action. Makes site visits, analyzes children's records, lesson plans, and other data for the purpose of planning, evaluating, and improving educational services. Assists teachers and home visitors to develop a program which is responsive to the needs of each individual child. Serves as a resource to all components in matters relating to early childhood education. Provides or arranges for training for staff and parents in child development, developmentally appropriate practices, parenting, and other related areas. Meets regularly with the director, program managers, coordinators, and other staff. Maintains accurate records and prepares and submits reports as required. Participates as a member of the management team. Complies with the County Office of Education Policies and Administrative Regulations and HHS Head Start regulations, and all applicable state and federal regulations.

OTHER DUTIES

Participates in the screening and the interview of prospective personnel and recommends for hire; participates in the annual program self-assessment and develops improvement plans as necessary; assists in the preparation of the budget. Coordinates and advises in the purchase of educational materials and classroom supplies. Serves as a liaison to school districts and /or their representatives. Recruits and assigns substitute teachers and assistant teachers. Attends I.E.P. meetings and other meetings as needed. Performs other tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes

stressful conditions; manual dexterity sufficient to write, use telephone and business machines and operate an automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level, and to stand or walk for prolonged periods of time; Physical mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- o Bachelor's Degree, with no less than twelve (12) units in Early Childhood Education
- o Possess an appropriate California Teaching Credential or a Life Children's Center Permit
- o Ability to work effectively with individuals of diverse educational, socio-economic cultural
- o Possess a Children's Center Supervisor permit or Administrative Credential.
- o Two years teaching experience at the preschool level.
- o Demonstrated competence in instruction methodologies and evaluation of teachers.
- o Ability to plan, organize, coordinate, and administer activities
- o Ability to communicate effectively in the English language, orally and in writing.
- o Experience planning and presenting staff and parent trainings.
- o Possess an appropriate California Operator's license and the availability of an automobile with the state minimum insurance coverage.

DESIRED QUALIFICATIONS

- o Master's Degree in education, child development or related field
- o Administrative credential for service in public schools.
- o Thorough knowledge of High/Scope principles and practices.
- o Experience in evaluation of preschool children and design of individual programs for educational development
- o Experience in supervision and training of staff
- o Experience in curriculum development.
- o Knowledge of Head Start
- o Bilingual (Spanish/English or Vietnamese/English)

Revised: 04/12/95

Policy Council Approval: 05/16/95

Board Approval: