



Rural Alaska Community Action Program, Inc. JOB DESCRIPTION

Job Title: Education Coordinator **Class:** Nonexempt
Department: Head Start **Range:** 14
Division: Child Development **Supervisor:** Head Start Services Supervisor

JOB SUMMARY: Responsible for ensuring all Child Development related tasks for the Head Start program, serving children 3 to 5 years of age are carried out. Design and monitor systems to assure compliance with all Child Development related Head Start Performance Standards and other applicable federal and state regulations. Provide child development leadership, coaching, training and technical assistance to staff and parents.

This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Coordinate with all components, and in conjunction with other Education Coordinators, write, revise and implement education related policies and procedures and the related Coordinator Manual in order to ensure effective quality service delivery and that Head Start Performance Standards and all other relevant federal and state regulations are met.
2. Ensure that specified curriculum, observations, screenings and assessments, individual child plans and parent input are being used to provide children with appropriate individualized services. Ensure that classroom lesson plans, group social plans and home visit plans reflect children's developmental levels, culture and uniqueness.
3. Track screening completion and follow up for all children within 45 days of their entry into the program.
4. Observe classrooms and provide feedback to teachers using the CLASS Observation Tool.
5. In conjunction with Disabilities and Mental Health Coordinators and site staff, assist in developing and maintaining transition plans for children and families who will be entering Head Start 0-3 services from Infant Learning Programs, moving from 0 -3 to 3-5 services within a Head Start

community(s), moving into or exiting Special Education services from a school district and exiting Head Start to enter elementary school.

6. Provide or arrange for, and document required, requested or necessary Education related training and technical assistance to site staff and Head Start parents.
7. Establish and maintain partnerships with applicable agencies such as school districts to advocate for responsive and effective services for children and families.
8. Submit required written reports and information necessary for quarterly reports, federal and state Program Information Reports, and other reports as requested in a timely manner.
9. Participates in weekly staff meetings, regular supervisory meetings and all required training.
10. Monitors and provides feedback to teaching staff on Teaching Strategies Gold Assessment.
11. Works with Head Start teachers to develop education goals for children to improve child outcomes.
12. Collaborate with school districts to enhance school readiness for children enrolled in Head Start.

OTHER RESPONSIBILITIES:

1. Participate in the Program Advisory Committee, soliciting advice and advocating for effective quality services for children and families.
2. Participate in all appropriate training functions: developing and leading workshops, presenting at conferences, etc.
3. Performs other duties as assigned.

WORK ACTIVITIES:

1. Develops and maintains constructive and cooperative working relationships with organizations, agencies and families which support the goals of the Child Development Division programs.
2. Instructs, coaches, mentors, or otherwise helps others to improve their knowledge or skills.
3. Develops specific goals and plans to prioritize, organize, and accomplish work.
4. Performs day-to-day administrative tasks such as maintaining files and processing information and paperwork and uses computers and computer systems effectively to enter data, create spreadsheets and to develop documents, program and training materials and power-point presentations.
5. Communicates with supervisors, co-workers, site staff and people outside the organization, representing the organization to customers, the public, government, and other external sources in person, in writing, or by telephone or e-mail.
6. Analyzes and evaluates information to choose the best solution and solve problems; and to develop, design or create new ideas, systems, or products.

COMPETENCIES, SKILLS, AND ABILITIES:

1. Ability to read, listens, comprehend, and understand information and ideas presented, taking time to understand the points being made and asking questions as appropriate and follow established policies and procedures.

2. Ability to select and use training/instructional methods and procedures appropriate for the situation.
3. Possesses judgment and decision making abilities to evaluate the relative costs and benefits of potential actions to choose the most appropriate one.
4. Ability to establish excellent rapport with people of diverse cultures and belief systems.
5. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Observes, receives, and otherwise obtains information from all relevant sources and translates or explains what that information means and how it can be used.
7. Communicates effectively orally and in writing as appropriate for the needs of a diverse audience
Ability to select and use training/instructional methods and procedures appropriate for the situation.
8. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

WORK ENVIRONMENT/JOB CONDITIONS:

1. Daily use of computer and phones.
2. General office environment, shared office space.
3. Able to endure and balance work fluctuations, deadlines, and interruptions; must be able to work weekends, and long hours during occasional peak work periods.
4. Frequent travel to and in rural Alaskan communities by small plane and alternate ground transportation and in Arctic cold climates.
5. Able to sleep on floor in communities where no other lodging is available.
6. Ability to carry out job responsibilities in rural areas without, or with limited, running water and sewer systems.
7. Agency is a mandated tobacco, drug and alcohol free workplace.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 35 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasional performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

1. Must be at least 18 years of age.
2. BA degree or higher in Early Childhood Education; or related field including coursework equivalent to a major relating to ECE.
3. Experience planning and administering program services for children and families and assess the quality of services and develop program services.
4. Knowledge of 3 to 5 years of age growth and development.
5. Demonstrated effective oral and written communication skills including giving and receiving feedback on quality of services.
6. Knowledge of principles and processes for providing customer and personal services.
7. Knowledge of administrative and clerical procedures and systems such as managing files and records, designing forms, and other office procedures and terminology.
8. Effective organizational and time management skills to maintain daily work flow and meet project deadlines.
9. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
10. Must pass state and federal background checks for convictions of violence and child abuse and/or neglect, including but not limited to fingerprinting.
11. Responsible work ethic with reliable attendance.
12. Must complete and maintain CPR and First Aid Training certification at employer's expense.
13. Must be able to provide own transportation to meet work schedule requirements.
14. Must pursue an ongoing professional development plan including formal training certification or college degree as recommended by the program.
15. Must complete and document 15 hours of professional development training annually.
16. Must demonstrate sound judgment, professional boundaries, and ethics as well as maintain confidentiality in working with partner agencies, other service providers, and diverse staff.
17. Proven ability and willingness to be self-directed in problem-solving and decision-making while also working effectively as a team member.
18. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
19. Proven ability and willingness to be self-directed in problem-solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.

20. Must demonstrate sound judgment, professional boundaries, and ethics as well as maintain confidentiality in working with partner agencies, other service providers, and diverse staff.
21. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
22. Capable of reading, understanding, and following written procedures and policies related to job responsibilities.
23. Ability to manage work time well, prioritize and meet deadlines.
24. Demonstrated ability to work effectively in a team environment.

PREFERRED EDUCATION AND EXPERIENCE:

1. MA degree or higher in Early Childhood Education; or related field including coursework equivalent to a major relating to ECE.
2. Knowledge of CDA competencies and familiarity with the assessment process.
3. Knowledge and experience in rural Alaskan life styles with strong competence in multi-cultural environments.
4. Experience with Child Plus.
5. Knowledge and experience with the Head Start program.
6. Experience in providing adult training.

EQUAL OPPORTUNITY STATEMENT (EEO)

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. RurAL CAP is an "at-will employer."

Employee Printed Name: _____

Date: _____

Employee Signature: _____

Created By:

K. Hinrichsen

Approved By:

Department Manager: _____

Division Manager: _____

Human Resources Director: _____

Chief Executive Officer: _____

FOR HR AND PAYROLL ONLY

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8742	Non-Exempt	211091	Prof	62