

Clinch Valley Community Action, Inc.
Head Start Job Description

POSITION: Assistant Education/Disabilities Coordinator
JOB CLASSIFICATION: Non-Exempt
SALARY RANGE: \$ 16.42 hr. - \$20.21 hr.
SUPERVISED BY: Education/Disabilities Coordinator
SUPERVISES: Center Director/Teachers

GENERAL RESPONSIBILITIES

Under the supervision of the Education/Disabilities Coordinator, oversees and directs the planning, organizing, and implementation of education, disability, mental health, and transition services for children in Smyth, Wythe, and Bland counties. These services contribute to the increased social competence in children and the recognition and enhancement of parents as the primary educators of their children. This position requires regular attendance and punctuality as an essential part of the job function. This position will require the use of a cell phone in order to conduct business, which the agency will provide. Works toward ROMA goals.

SPECIFIC RESPONSIBILITIES

Management/Supervision

- Supervises, evaluates and assesses performance on all education personnel in compliance with Head Start/ Early Head Start personnel policies and procedures.
 - a. Provides program orientation to new employees;
 - b. Reports staff problems to supervisor and discuss strategies for problem solving as needed;
 - c. Makes assignments to staff and checks to see that they are satisfactorily completed on an ongoing basis;
 - d. Provides feedback (written and verbal) to staff regarding their individual performance on an ongoing basis;
 - e. Completes introductory and annual performance evaluations and professional development plans for staff;
 - f. Makes recommendations to Head Start/ Early Head Start Director for probation, suspension or termination of employees as needed; and
 - g. Performs any and all other duties as assigned.

Education

- Supervises Center Directors/Teachers;
- Performs the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; Head Start child development outcomes; and thorough knowledge and application of Developmentally Appropriate Practices of individual pre-school age children, infants, toddlers and pregnant women;
- Supervises the Curriculum implementation and ensures its effectiveness;
- Supervises all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies;
- Meets regularly with Head Start Director and teachers to establish future goals and identify specific training needs;
- Supervises children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports;
- Makes weekly visits to observe programs-in-progress and to determine the extent to which instructional methods and materials are being used as planned;
- Studies educational needs, noting changes, and develops and implements staff training programs that will effectively meet the needs;

- Develops innovative ideas and concepts, and devises realistic plans and programs that may be adopted or implemented to execute those ideas;
- Serves as a liaison between the agency and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement;
- Serves as primary supervisor and consultant in developing or selecting, administering, interpreting, and reporting the educational program and procedures;
- Ensures that the home visits and parent conferences are done and that they are used to discuss the child's individual development and progress, assisting the parents in developing observational skills and soliciting parent observations;
- Identifies and prioritizes materials and equipment needed in classrooms and playgrounds, and coordinates with Director in making purchases;
- Analyzes causes of absenteeism when average daily attendance falls below 85%;
- Leads responsibility for parent involvement in education services as per HS/EHS requirements;
- Plans in-service training for staff, coordinates and supervises Center Directors/Teachers, and ensures the maintenance of high standards of teaching excellence;
- Ensures that all children with disabilities in Head Start receive all services typically received by all Head Start families, and ensures that these services are provided in the least restrictive environment that is appropriate for each individual child;
- Works cooperatively with other component coordinators to plan education services integrated with health, mental health, dental health, nutrition, parent involvement, and social services;
- Actively participates in the development and implementation of the Teacher and Teacher's Aide Professional Development Plan;
- Evaluates the performance of teaching staff, at the end of introductory period and annually thereafter, and recommend subsequent personnel action to Director;
- Ensures all education resources are updated and included in the Resource Directory;
- Participates in the annual program self-assessment and monitoring visits;
- Maintains confidentiality of staff, children and families;
- Ensures that files and documentation are complete, accurate, and confidentially maintained; and;
- Performs other duties, as may be required.

Disabilities

- Ensures that all developmental screenings are completed within 45 days of child's entry;
- Plans and delivers, or secures, individualized and/or group training for staff and parents;
- In close communication with the Director, negotiates and secures Interagency Agreements with all local education agencies (LEA), Family Preservation Services, Cumberland Mountain(Mount Rogers Community Services, and other relevant agencies;
- Assures the referral of children to the LEA and other agencies when the need arises;
- Develops an individual program plan for the child;
- Assures that all necessary accommodations and adaptations are made, including but not limited to transportation, translation and facilities;
- Ensures the maintenance of required program records;
- Submits required program reports (to include monthly reports to the Policy or Parent Committees and Board of Directors) in an accurate and timely fashion and participates in all case management meetings;
- Assists in setting, clarifying and communicating disabilities services standards and laws to staff and parents, when required or requested;
- Works closely with the rest of the staff to plan integrated services for all children: plans awareness activities for children with Partnerships/ERSEA Coordinator, the recruitment of children with disabilities; participates, with Health and Safety Coordinator, in the development of special environmental and safety procedures; and ensures the participation of disabilities service providers in the HSAC;
- Analyzes data and reports;
- Reads and reviews legislation and other resources to keep abreast of current issues and trends related to the responsibilities of the job.

- Secures appropriate resources for staff, parents and children to include supplies, equipment, and training materials;
- Follows and implements policies, procedures and systems, ensuring compliance with Head Start Performance Standards and federal and state laws;
- Ensures strict child and family confidentiality, following the Confidentiality Procedure;
- Contributes to the development of program proposals and Community Assessment, as requested;
- Participates in local associations and groups, when requested;
- Maintains confidentiality of staff, children and families;
- Participates in the annual program self-assessment and monitoring visits;
- Ensures all disabilities resources are updated and included in the Resource Directory;
- Ensures that files and documentation are complete, accurate, and confidentially maintained; and,
- Performs any and all other duties as requested.

Mental Health

- Ensures that mental health screenings are completed within the 45 days of child's entry into the program;
- Solicits parental information, observations, and concerns about each child's mental health;
- Attends regular child development meetings, and facilitates staff/parent communication regarding child behavior and mental health needs;
- Facilitates access for parents to mental health consultation, support groups and training regarding appropriate responses to child behavior, nurturing environments and relationships in the home, and understanding of typical mental health needs;
- Supports participation of parents in needed mental health interventions;
- Attends meetings with parent and mental health professional if necessary;
- Facilitates transportation or child care so parent can participate in mental health services;
- Locates sources of funding to pay for needed interventions and ensures all mental health resources are placed in the Resource Directory;
- Works with Health and Safety Coordinator to secure and coordinate services of mental health professionals to enable access for families, children and staff as necessary;
- Schedules regular on-site visits from mental health professional;
- Works closely with Health and Safety Coordinator to ensure that program practices and staff/child interactions are responsive to mental health concerns;

Transition

- Distributes transition information to parents whose children will be transitioning from Head Start to Kindergarten annually;
- Contributes information about transition and disability issues to the Head Start newsletters;
- Coordinates transportation for all transition activities as needed;
- Gives parents guidance on ways to become involved with their child's education in public schools after transitioning from Head Start;
- Documents transition activities that are carried out with current Head Start children;
- Distributes a transition schedule of center and home-based transition activities to be followed throughout the year preceding transition from program to another;
- Solicits and documents updated information from staff regarding transition activities that take place in the program and community setting;
- Coordinates end of year transition activities;
- Reminds parents of Head Start and Kindergarten registration dates, one month prior to the date. Arranges for each child leaving Head Start to visit a Kindergarten or Head Start class in his/her attendance zone, including lunch in the cafeteria or with the class, if possible;
- Participates in the annual Self-Assessment process;
- Works with Family and Community Partnerships staff to help parent complete paperwork necessary for enrollment in Head Start or Kindergarten;
- Coordinates Pre-K PALS testing and reports;
- Develops and maintains tracking and monitoring plans as follows;

- Documents transition tracking instrument to meet Head Start regional requirements, ongoing;
- Documents transition tracking instrument to meet Early Head Start regional requirements, ongoing;
- Coordinates the transition of children to Kindergarten, and assists with the children's transition to their next destination;
- Transitions children with disabilities and those in the diagnostic process to their next destination, ensuring a smooth and efficient process, with full parental participation;
- Educates and prepares parents for transition, in cooperation with Family and Community Partnership staff;
- Maintain files;
- Arranges transportation for transition activities if necessary; and
- Performs any and all other duties as required.

Training

- Helps plan and participates in component pre-service training;
- Assists individual staff members in identifying their training needs, and improving their knowledge and abilities;
- Helps plan and deliver pre-service and monthly in-service training sessions to teaching staff;
- Plans cluster training for parents that involves staff from Head Start and appropriate schools annually, or as needed;
- Works with Head Start Director to plan educational activities and offer resources for staff and parents on mental health issues; and
- Maintains a professional development plan, renewed yearly.

QUALIFICATIONS

*Ability to assist teachers in implementing and adapting curricula, AND a baccalaureate or advanced degree in Early Childhood Education, OR a baccalaureate or advanced degree and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children. (HS Act 648A(a)(2)(B)(i), 45 CFR 1302.91 (d)(2)

*Early childhood teaching experience and supervisory experience

*Knowledge of developmental appropriateness for children

*Understands social and economic background and developmental needs of children and families.

*Demonstrates knowledge of overall Head Start goals and philosophy

*Exhibits effective interpersonal and communication skills

*Must be able to work independently and with minimal supervision

*Must be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency

*Must be able and willing to attend out of town, overnight meetings

*Demonstrates successful experience working in a team setting

WORKING CONDITIONS

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
4. A moderate amount of driving is required;
5. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
6. Must be able to lift and carry up to 25 lbs.

ADDITIONAL REQUIREMENTS

The candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. The program has 90 days after an

employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests.

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER