

Upper Des Moines Opportunity, Inc.

POSITION: Early Childhood Programs Coordinator
REPORTS TO: Early Childhood Programs Director
SALARY: As per agency salary schedule **FLSA:** Exempt

KNOWLEDGE, SKILLS AND ABILITIES:

1. BA / BS in Early Childhood Education or BA / BS with an Early Childhood Endorsement; BA / BS in Special Education with Special Education Endorsement or a related field.
2. Minimum of 2 years preschool teaching experience.
3. Successful completion and renewal certification in mandatory licensing requirements.
4. Excellent written and verbal communication skills.
5. Knowledge of HS Performance Standards, State Licensing rules and NAEYC Accreditation Policies.
6. Act as substitute in classroom in event of staff absence.
7. Mandatory child abuse / sexual abuse / neglect reporter.
8. Limited Chauffeur's license with acceptable driving record to transport children in isolated instances.
9. Ability to perform medium to heavy physical work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion skills, such as keyboarding and computer use.
10. Initial physical and one every 3 years thereafter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The necessary responsibilities for this position are outlined within the following competencies:

- A. Knowledge of Early Childhood Programming / Maintenance of Quality Staff.
 1. Support all program components, including education, mental health, disabilities, and family involvement according to HS Performance Standards and Licensing.
 2. Assist staff in utilizing observation, screenings, problem solving, and child studies for individualization and identification of children for possible referral for suspected mental health concerns or disabilities.
 3. Assist and mentor classroom staff, supporting curriculum and facilitating assessment-based planning, utilizing cc.net and other assessments.
 4. Implement support for staff development, monitor progress toward program and staff goals.
 5. Use job descriptions and program policies and procedures to establish expectations for staff performance.
 6. Recognize and respect the various cultures and languages represented in program.

- B. Documentation, Monitoring and Planning:
 1. Use program’s vision, mission and philosophy as foundation for planning and implementing services.
 2. Ensure that documentation requirements related to education, health, disabilities and family services, along with files for staff, children and families are up-to-date and well-organized.
 3. Use data from previous year’s program improvement goals to build results for current year’s success.
 4. Participate in and contribute to decision-making to address resource allocation which supports program goals.
 5. Work collaboratively with policy groups and advisory committees.

- C. Communication and Professionalism:
 1. Engage in direct and respectful communication with members of the classroom team, others in the program, families and those in community.
 2. Use face-to-face opportunities, as well as technology, as needed for quality communication.
 3. Use feedback and self-reflection to assess own practice and to further professional growth.
 4. Create an environment that supports problem solving and decision-making by staff, families, and local communities.
 5. Participate in and/or contribute to the activities and development of partnerships and other community service programs.
 6. Use conflict resolution and negotiation skills when necessary.
 7. Adhere to Head Start Standards of Conduct and all confidentiality requirements.

OTHER DUTIES AND RESPONSIBILITIES:

1. Familiarity with computer knowledge and skills in computer operations, completing required reports, in-kind, etc. as necessary.
2. Attend meetings and trainings as required.
3. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and other duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Hiring is subject to Policy Council approval and grant funding.

Approved by Policy Council and the Multi-County Board, 1-20-2016

Signature

Date

Print Name

