

College of Southern Idaho Head Start/Early Head Start  
JOB DESCRIPTION

JOB TITLE: Children's Services Coordinator  
SALARY LEVEL: H

LAST UPDATE: 2013  
REPORTS TO: Children's Services Specialist

MISSION STATEMENT: This position is responsible for assisting the Children's Services Specialists in providing ongoing monitoring and technical assistance to Head Start/Early Head Start staff.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Collaborate with Specialists to organize and facilitate services and training for families and staff.
3. Communicate pertinent information and technical assistance in a reciprocal manner with staff in order to inform and educate.
4. Assist in the coordination of and participate in orientation/screening, site visits, parent meetings, and advisory boards.
5. Monitor classroom observations and evaluations, area wide and report results (i.e. PQA, video, Site Observation form).
6. Provide training and technical assistance to classroom staff to meet NAEYC guidelines and High/Scope curriculum.
7. Share discipline specific information with the Specialists in order for them to develop long-range planning and policy development.
8. Collaborate with Specialists to gather data including COR, PRISM and PIR.
9. Participate in the ongoing program evaluation and planning process.
10. Collaborate with other leadership staff to ensure that Head Start/Early Head Start maintains the highest quality services.
11. Serve as training and technical assistance support to Head Start/Early Head Start staff, parents and volunteers.
12. Develop and implement strategies to collaborate with the Center Supervisors in order to share information and ensure comprehensive service delivery to families.
13. Attend and participate in Children's Services monthly team meetings.
14. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Baccalaureate degree in Early Childhood Education or closely related field
- A minimum of five years of work and volunteer experience performing a variety and range of relevant tasks in one or a combination of the following settings: family service, adult education, early childhood, community service or organizational.
- Administrative skills necessary to organize and monitor the social, community and organizational services.
- Communication skills necessary to provide effective consultant service to non-specialist personnel and parents in the areas of leadership skills, adult education, parenting and child development.
- Coordination and planning skills necessary to develop an effective liaison relationship with community resources.
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, \_\_\_\_\_ have read this job description and understand its contents.  
(Print your name here)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Drug Free Work Place