

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

JOB TITLE: Early Head Start Coordinator
SALARY LEVEL: H

LAST UPDATE: 2013
REPORTS TO: Health & Nutrition Specialist

MISSION STATEMENT: This position is responsible for assisting the Early Head Start team (Children's Services Specialist, Health & Nutrition Specialist, and Parent Engagement/Family Involvement Specialist) in providing ongoing monitoring and technical assistance pertaining to Early Head Start.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Collaborate with Early Head Start team 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 family staffing, parent newsletter, orientation/screening, site visits, parent meetings, advisory boards, and Policy Council activities.
5. Monitor Early Head Start socialization /home visit observations and evaluations and report results.
6. Share discipline specific information with the Health & Nutrition Specialist in order for them to develop long-range planning and policy development.
7. Collaborate with Parent Engagement/Family Involvement Specialist to gather data including the annual Early Head Start Comprehensive Community Assessment (CCA) and PIR.
8. Participate in the ongoing program evaluation and planning process.
9. Collaborate with other leadership staff to ensure that Early Head Start maintains the highest quality services.
10. Serve as training and technical assistance support to Early Head Start staff and volunteers.
11. Develop and implement strategies to collaborate with the Early Head Start team in order to share information and ensure comprehensive service delivery to families.
12. 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
- Experience working with ages 0-3
- Work/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, prenatal and 0-3 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 Signature

Date

Witness Signature

Date