

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

JOB TITLE: Professional Education Resource Coordinator  
SALARY LEVEL: H

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

MISSION STATEMENT: This position is responsible for providing ongoing technical assistance to Head Start/Early Head Start staff members that are in the process of continuing their education. The PERC will design and implement a comprehensive Education Plan with individual staff members and monitor their progress until they have completed a college degree or a CDA credential.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Serve as an advisor and technical support to Head Start staff as they work to complete a college degree or CDA.
3. Serve as a liaison for CSI Head Start/Early Head Start and local higher education institutions to improve opportunities for staff members to earn degrees.
4. Set up and facilitate a Task Force with appropriate representation of staff, parents, managers, and community partners to assess needs, create a vision, formulate strategies, and track and monitor progress.
5. Participate in community forums on Early Childhood and Social Service issues to explore collaborative efforts to expand training, career opportunities, compensation, and public recognition for early childhood educators.
6. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Post secondary course work equivalent to two years in one of the following or related fields: Business Administration, Social Services, Health or Early Childhood Development or its equivalent in a combination of education and experience.
- Two years experience supervising a staff of at least two.
- Three years experience working in a social service related field.
- Communicate effectively.
- 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