

# ALBINA HEAD START

## JOB DESCRIPTION

Exempt

Hours: Must work at least 8 hours per day between 7 a.m. and 6:30 p.m. Monday - Friday.

### ***EHS ASSISTANT CENTER BASED COORDINATOR***

***Essential Function(s):*** Assist the Center Based Coordinator with supervision, training, and evaluation of Teachers and Teacher Assistants in accordance with Head Start Performance Standards. Provide child development services, social services, health services and parent involvement services to families including home visits, socializations, advocacy and crisis intervention in accordance with federal, state and program guidelines. Responsible for planning safe, developmentally appropriate experiences for infants, toddlers, and preschoolers in community settings that are appropriate to the needs of each family. Ability to read, speak and write with proficiency in English language. Maintain regular attendance.

***Responsibilities:*** Ensure that policy and procedures are properly applied and interpreted by Teachers and Teacher Assistants. Work with parents, staff, and others in the design and implementation of an education plan and curriculum for Albina Early Head Start.

***Report to:*** Center Based Coordinator  
***Supervises:*** Teachers and Teacher Assistants  
***Salary Range:*** \$3,000.00 - \$3,400.00 per month

***Physical and Mental Requirements:*** Patient, able to resolve conflicts, gentle, loving, kind, creative, and resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Must be able to cope well with stress.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

***Experience Requirements:*** Five (5) years combined experience: Classroom, management, social work. 3-5 years direct supervisory experience. Demonstrated ability to work effectively with people.

***Educational Requirements:*** BA in Early Childhood Education or related field, or equivalent experience.

***Licensing/Certification Requirements:*** Daily driving is required. Must provide own vehicle, valid Driver's License and proof of full insurance coverage. NHSA Education Administration Credential or equivalent. Negative Tuberculosis screen. First Aid certification. Food Handler's card. Must pass criminal background check.

***Environmental Factors/Working Conditions:*** Enclosed facility, classroom and office environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and/or blood.

**Job Duties:**

1. Work with parents, staff, and others in designing and implementing an educational plan. Maintain safe, healthy, educationally stimulated, classroom and outdoor environments.
2. Ensure that policy and procedures are properly applied and interpreted by Teachers and Teacher Assistants. Work with teachers in transitioning children from one room to another as they progress in skills.
3. Assist the educational staff to develop and maintain records for accountability for home visits, monthly reports, child progress, conferences, classroom visits, and Teacher visits.
4. Ensure that the classrooms are covered at all times and that Substitutes are hired as needed.
5. Help education staff to provide developmentally appropriate curriculum and a caring, nurturing, and soothing environment for children. Assist education staff in developing partnerships with parents to include an individual development plan for each child.
6. Coordinate screenings and assessments on all eligible children. Interpret and analyze program data to plan for children's growth and staff development.
7. Work with Health Coordinator and MECP staff to provide developmentally appropriate Early Intervention services. Participate in IEP and IFSP staffing, as required.
8. Complete weekly/monthly reports that identify progress in meeting program goals and service delivery data. Participate in staff and regular case management meetings.
9. Report to work at scheduled times and maintain good attendance.
10. Perform all duties in a timely and professional manner.
11. Participate with a positive attitude and behavior in all program activities.
12. Perform other duties assigned and reasonably within the scope of duties listed above.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Revised 4/10

**Name (Print):** \_\_\_\_\_