

**ALBINA HEAD START
JOB DESCRIPTION**
Exempt

HS EDUCATION TRAINING & DEVELOPMENT COORDINATOR

Essential Function(s): Coordinate professional development for classroom staff. Assist staff in planning and meeting educational and professional goals.

Responsibilities: Design and monitor implementation of staff development plans. Train, coach, mentor, and evaluate Teachers and Teachers Assistants in their progress to meet development goals.

Reports to: Director
Supervises: Does not supervise others
Salary Range: \$2,500.00 - \$3,800.00 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; run. 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. Five (5) years direct supervisory experience. Demonstrated ability to effectively work with and train people. Knowledge of AHS Curriculum and Head Start Performance Standards.

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

Licensing/Certification Requirements: NHSA Education Administration Credential or equivalent. Negative Tuberculosis screen, First Aid certification, Food Handler's card, valid driver's license, full insurance coverage. Must pass criminal background check.

Ability to Operate Equipment / Tools: Computer literate.

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

Job Duties:

1. Work with Education Supervisors to develop and coordinate staff development plans.
2. Provide one-on-one training, coaching, observation and feedback to assigned staff.

3. Mentor staff using positive coaching and guidance techniques to help strengthen skills, knowledge and confidence.
4. Assist in assessing training needs of individual staff members. Assist in coordinating and implementing individual training.
5. Assist with planning and training of new staff.
6. Identify training needs and help plan pre-service and in-service training.
7. Identify staff that can successfully perform in other jobs/positions.
8. Coordinate staff training/education with out side institutions/agencies.
9. Work with Education Supervisors to ensure staff meet and maintain mandated training hours and education requirements.
10. Develop training resources with assistance from Director and Education Supervisors.
11. Maintain confidentiality in all areas of responsibility.
12. Maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
13. Continue professional growth by participating in ongoing training programs, and workshops/conference, as budget allows.
14. Perform other duties as may be assigned by supervisor that are 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: _____

(7/09)

Name (Print): _____