

ALBINA HEAD START JOB DESCRIPTION

Exempt

HB EDUCATION TRAINING & DEVELOPMENT COORDINATOR

Essential Function(s): Coordinate professional development for early head start and head start home visiting staff. Assist staff in planning and meeting component goals. Provide home visiting services in compliance with Head Start Performance Standards for children/families.

Responsibilities: Design and monitor implementation of staff development plans. Train, coach, and mentor home visitors in their progress to meet development goals. Assist families to build on their strengths and develop plans to address areas of concern, including job market assistance and resource identification.

Reports to:

Reports to: EHS 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: Socialization, home visitation, social work. Five (5) years direct home visiting experience. Demonstrated ability to effectively work with and train people. Knowledge and experience in Parents as Teachers (PAT), Keys to Interactive Parenting Scales (KIPS) and Head Start Performance Standards.

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

Licensing/Certification Requirements: Parents as Teachers 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. Must have experience and knowledge using ChildPlus software.

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

Job Duties:

1. Provide home visiting services to a small caseload of children/families.
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, in-service training, group fieldtrips and socializations.
7. Coordinate staff training/education with out side institutions/agencies.
8. Develop training resources with assistance from Director and Supervisors.
9. Maintain confidentiality in all areas of responsibility.
10. Maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
11. Continue professional growth by participating in ongoing training programs, and workshops/conference, as budget allows.
12. 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: _____

(7/11)

Name (Print): _____