

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: SITE COORDINATOR - HEAD START

BASIC FUNCTION:

Under the general supervision of the Education Services Manager, fulfill the role of Center Director as defined by Title 22 of the California Code of Regulations. Oversee the daily operations of a large child/infant toddler center. Provide direction, guidance and support to teachers assigned to site. Monitor child attendance. Organize and conduct parent education and parent participation activities. Comply with Head Start and Early Head Start regulations, California Health and Safety Codes, Title 22 and all other applicable state, local and federal guidelines.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Exercise supervisory duties in accordance with the Child Development Site Supervisor Permit.

Responsible for the daily operation of a Head Start or Early Head Start Child Development Center. Ensure compliance with Title 22 regulations and program goals.

Provide guidance, modeling and support to assigned educators. Direct, instruct, and train educators; provide input for evaluation of assigned staff. Substitute for a teacher during a temporary absence. Call in substitutes when authorized. Monitor and supervise all activities within the center to assure a safe, healthy and attractive environment; and that needed maintenance and repairs are made. Provide guidance and instruction to teachers to strengthen the infant, toddler and early childhood experiences provided; assure that all screenings occur in a timely manner; that findings are recorded; Individual Learning Plans are developed and implemented; that ongoing observation is utilized to update each child's individual plan on a regular basis. Assist teachers to develop and implement written lesson plans that address the whole child; integrate all service areas into the curriculum; are individualized; and address Head Start Outcomes.

Work closely with the Family Support Services Manager and Family Support Services Assistants in the implementation of selection and enrollment policies and procedures. Answer questions regarding enrollment and assist families who come to the center to complete enrollment applications.

Take necessary steps to assure full enrollment and an 85% minimum average daily attendance. Assure that teachers take roll call in each class, make appropriate contact with parents when absences occur, and that absence slips are prepared and retained. Work with teachers to refer irregular attendance issues to Health or Family Support Services, as appropriate. Follow up on referrals to resolution. Participate in the development of attendance improvement plans.

Prepare and submit requisitions for supplies and materials; maintain an inventory of center equipment; forecast needs for supplies, materials, equipment, repairs and other potential expenditures.

Prepare and maintain accurate records, including student records, staff records, financial records, parent involvement records, in-kind contribution, and all others as required, using proper spelling and accurate calculations. Assure educators prepare and maintain accurate and up-to-date records. Analyze data for evaluating, planning, and improvement of services. Assure records are maintained in accordance with Head Start/Early Head Start confidentiality policies and procedures. Prepare and submit reports in a timely manner.

In collaboration with parents organize, plan, and maintain an active parent committee, in accordance with Performance Standards. Assist parents to develop agendas, conduct the meetings, arrange for speakers or programs, keep attendance and minutes of each meeting. Maintain regular communication with parents through newsletters, calendars, announcements, and various forms of personal contact.

Schedule and facilitate monthly center staff meetings. Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Plan and conduct transition activities with parents, school personnel, and children in accordance with the Head Start/Early Head Start Transition Plan.

Carry out authorized emergency and safety procedures and administer first aid.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child growth and development.
- Head Start and Early Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.
- Principles of Supervision, Training and Performance Evaluation.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize and supervise a preschool center.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organize personnel effectively and efficiently to successfully meet daily objectives.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- BA or higher w/ 12 units of ECE, + 3 units supervised field experience **OR** Teaching or Administrative credential w/ 12 units of ECE, + 3 units supervised field experience **OR** AA w/ 24 units ECE/CD units + 6 administration units + 2 adult supervision units.
- Two years experience in an instructional capacity in a child care and development program with at least one year in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Possess or eligible for Child Development Site Supervisor Permit.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver’s license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Center, home setting and office environment.
 Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting children weighing up to forty-five (45) pounds.
 Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
 Sit on the floor and/or preschool chairs.
 Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
 Seeing to read a variety of materials and monitor student activities.
 Hearing and speaking in order to exchange information.
 Driving a vehicle to conduct work.

HAZARDS:

Exposure to bodily fluids and infectious diseases.

APPROVED:

 Signature, Policy Council Chair

 Date of Approval

 Signature, Superintendent or Designee

 Date of Approval