

## **Site Coordinator HS/EHS**

### **Purpose Statement**

The job of Site Coordinator HS/EHS is done for the purpose/s of overseeing the daily operations of a Head Start/Early Head Start center and related activities; providing direction, guidance, and support to teachers at the center; and implementing and maintaining quality services within established guidelines and standards for children and families.

This job reports to Program Administrator HS/EHS

### **Essential Functions**

Collaborates with teachers and family support staff for the purpose of ensuring that children with consecutive absences receive needed support to improve attendance in compliance with established COE guidelines.

Collaborates with a variety of program personnel for the purpose of developing regional family engagement activities, enrollment policies and/or ensuring that services are delivered in compliance with governance requirements.

Communicates with staff, students and/or parents for the purpose of ensuring important and necessary information is conveyed in a timely manner.

Facilitates meetings, processes, etc. (e.g. training for teachers and other administrative or managerial staff, monthly staff meetings, etc.) for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors the safety and supervision of children in the program (e.g. general maintenance of equipment; general knowledge of classroom management, etc.) for the purpose of providing a safe and positive learning environment.

Monitors assigned program activities (e.g. enrollment, activities, supplies, etc.) for the purpose of promoting involvement of parents and community partners in meeting the needs of Head Start families and delivering services in compliance with department objectives.

Observes teachers on a regular basis for the purpose of evaluating the implementation of established curriculum, instructional techniques and classroom management to provide teacher support.

Oversees a variety of program components and daily activities for the purpose of delivering services in compliance with established guidelines.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of materials (e.g. reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information, ensuring accuracy prior to submission.

Processes documents and/or materials (e.g. training materials, minutes, bulletin articles, communications, etc.) for the purpose of disseminating information to appropriate parties.

Provides established classroom visits (e.g. classroom observations, providing information, etc.) for the purpose of ensuring staff and families are adhering to established rules, regulations and have been provided with appropriate support and information.

Responds to inquiries for the purpose of resolving issues, facilitating communication among parties and/or providing information or directions.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; health standards; job-related codes/laws/rules/regulations/policies; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; networking and facilitating communications; motivating others; and developing and implementing effective conflict resolution.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Designated Subject Credential can be substituted for Child Development Site Supervisor Permit.

#### **Required Testing:**

Pre-Employment Health Screening

#### **Certificates and Licenses**

Child Development Site Supervisor Permit  
Pediatric CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

#### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance  
Proof of Influenza, Pertussis & Measles Immunizations

**FLSA Status**

Exempt

**Approval Date**

4/27/2018

**Salary Grade**

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