



**JOB DESCRIPTION**

<b>Job Title</b>	Head Start Program Coordinator
<b>Department</b>	Early Learning Department
<b>Reports To</b>	Director of Early Learning
<b>Classification</b>	Certified
<b>Location</b>	Early Learning Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	204 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Head Start Program coordinator is responsible for coordination of all early childhood education and development services. The Head Start Program Coordinator is also responsible for providing overall program management assistance.

**Essential Job Functions**

- Oversees, monitors, and assists with accessing support, services, and training for Head Start/Early Learning staff, community partners, and families
- Fosters and maintains partnerships with Head Start families and community partners in conjunction with the Family & Community Coordinator, other Head Start Staff, ECASD staff and community members by, supporting parent in fostering the growth and development of their children.
- Supports parents by fostering the growth and development of their children by coordinating opportunities for parents to share knowledge about their children’s individual learning patterns and development and have input into the educational process.
- Supports parents in accessing family literacy opportunities.
- Supports parents in accessing and becoming active partners in their children’s physical, mental, and dental care process
- Organizes nutrition training activities and services for families.
- Forms new formal and informal partnerships within the ECASD and community that will benefit Head start families.
- Represents the Head Start Program by attending community functions and coalitions.
- Organizes, attends, and assists with Policy Council Meetings and Policy Committee meetings.
- Assists with the Head Start budget.
- Assists with the Head Start grant.
- Assists with Head Start staff meetings and trainings.

- Communicates as necessary with Head Start families, staff, ECASD staff, and community partners.
- Maintains necessary reports and records.
- Coordinates the annual Head Start self-assessment and service plans.
- Organizes and provides staff development and training opportunities for Head Start Staff.

**Ancillary Job Functions**

- Participates in staff development opportunities and attends all trainings required by Head Start and the ECASD Early Learning program.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in early childhood education and/or related field
- Three or more years of work experience in a Head Start or early childhood development program.
- Ability to obtain and maintain certification by Prevent Blindness of Wisconsin for required vision screenings.
- Ability to obtain and maintain Classroom Assessment Scoring System certification for required classroom observation.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s Degree in early childhood education, family and child services, child development or a related field.
- Experience working with federal grants.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong organizational skills.
- Strong written and verbal communication skills.
- Demonstrated leadership abilities.
- Basic computer literacy skills.
- Ability to work effectively and efficiently with individuals and groups internal and external to the ECASD.
- Ability to work a flexible schedule that includes evenings and Saturdays as required.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Frequently required to talk and hear.
- May be required to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.