

Southeast Alabama Regional Planning and Development Commission

Early Head Start –Coordinator

Andalusia, AL

JOB SUMMARY

The EHS Local Coordinator supports local EHS classroom operations by performing various duties that may include food service, custodial-janitorial, maintenance, and administrative assistance to classroom teachers and parents. The EHS Local Coordinator will be responsible for monitoring of EHS facility safety.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE AND PLANNING (70%)

- Assists the Center Director in assessing and managing operations to ensure overall quality and compliance with local, state, and federal regulations, laws, and policies. May include but not limited to the classroom, food service, maintenance, supplies, and janitorial.
- Assists in maintaining a system of effective personnel management including recruitment, orientation, coaching, and performance evaluations for EHS staff.
- Responsible for newsletters, memos, phone calls, and communication with parents and other appropriate staff.
- Assist in the recruitment of families for the EHS program.
- Collaborates with other agencies to meet the local needs of EHS children, families, and the community, and represents the organization with local community members.
- Assist in monitoring teacher reports on screenings, assessments, parent conferences, home visits, and all other reports determined necessary to meet federal regulations. (USDA-CACFP, Health, Nutrition, Disabilities, and Family Services)
- Assists in inputting information from all service areas into ChildPlus.
- Maintains tracking record of children's daily attendance.
- Serves as a substitute in the absence of a teacher, janitor, or food service manager
- Responsible for onsite, ongoing, monitoring of EHS facility, teachers, and child safety.
- In the absence of the Center Director, will have supervisory responsibility for the EHS program.

PROGRAM, POLICY, AND PROCEDURES (10%)

Maintains a thorough knowledge of all policies related to program management including:

- Early Head Start Policies
- SEARP&DC Head Start Personnel Policies and Procedures Manual
- Alabama DHR minimum Standards
- All other policies and procedures related to Early Head Start child care facilities.

PROFESSIONAL INTERACTIONS (10%)

- Assist parents with program application and all Early Head Start/DHR required forms.
- Encourage the involvement of family members in the Early Head Start program and support the development of relationships between children and their families.
- Make home visits and parent conferences each year, at parent's convenience – document and place in files.
- Build and maintain a good relationship with other staff members. Refrain from discussing staff, parent, school and community problems with other staff members, parents, and the community at large.
- Attend meetings as required.

PROFESSIONAL DEVELOPMENT (5%)

- Attend annual in- and pre-service training events
- Attend at least twelve (15) clock hours of training each year.
- Attend at least one continuing education workshop or seminar per year.

OTHER DUTIES (5%)

Responsibilities include any job-related activities that may become necessary in the fulfillment of program and Policies and Procedures. There may be duties and responsibilities you may be asked to perform which are not included in this job description.

EDUCATION AND EXPERIENCE

EHS Local Coordinator must be at least 19 years of age and have a high school diploma or general education diploma (G.E.D.). Within thirty (30) days after employment, child care workers/teachers shall have at least twelve (12) clock hours of training in child care and development through participation in workshops, meetings, videotapes, or one-to-one consultation. Training in child care shall include at least one (1) hour in each of these areas:

- a. Child development;
- b. Quality child care and licensing;
- c. Language development;
- d. health, safety and universal precautions;
- e. the child care professional and the family;
- f. Positive discipline and guidance.

PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body.

KNOWLEDGE AND SKILLS

Early Head Start staff should be knowledgeable of appropriate practices for young children and be able to communicate information effectively to children, parents, other staff members, and members of the community. They should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families. Staff should possess basic computer skills and ability to utilize MS Windows, MS Works or Word, Child Plus, and Internet/Intranet. Employee should share a common philosophy with Head Start standards and policies as it pertains to the education of young children and families.

SPECIAL REQUIREMENTS

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands. Alabama DHR and the Head Start Act have specific employment requirements that must be met including three written references, physical exam and TB skin test or chest x-ray, and an ABI/FBI suitability determination letter. Regular attendance is mandatory; center hours are Monday through Friday from 7:00 am to 3:00 pm.

TO APPLY: Please visit the employment page at www.searpc.org for REQUIRED application or call 334-794-4093 ext 1415 for more information. Applications must be received by close of business 4-7-17.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: areed@searpc.org

Fax: 334-794-3288

Please note that Transcripts are REQUIRED to apply for this position.

EOE/E-verify

Posted: 3-11-17 Closes: 4-7-17
