

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSJON (SEARPDC)

JOB DESCRIPTION

Job Title: Early Head Start Coordinator

Department: Head Start/Early Head Start

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Center Director

Subordinate Staff: None

Internal Contacts: All SEARPDC Departments

External Contacts: General Public; Parents and Families

Job Summary

Under the supervision of the Center Director, the employee performs work collaboratively with teachers, assistant teachers, and family members to ensure the successful operation of the classroom of children and helps implement the curriculum to achieve outcomes for children of all abilities. The employee maintains records and files of Early Head Start (EHS) participants. The employee conducts conferences and communicates with family members and staff. The employee also fills-in and substitutes when needed; and cooks during the summer hours of operation. Work is performed within established guidelines and procedures. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: General Early Head Start (EHS) Operations. Employee performs duties to support the efficient operation of the Early Head Start programs.

1. Maintains files on participants (children) in the EHS program.
2. Communicates with families and staff regarding participation in offered programs.
3. Assists in classroom and teaching preparation.
4. Works to support EHS Teachers in delivering quality learning experiences.
5. Functions as a substitute teacher when needed.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. *Knowledge of SEARPCD rules, regulations, policies, and procedures.
2. Knowledge of basic office practices and procedures.
3. Knowledge of basic early childhood development and education.
4. Knowledge of instructional techniques.
5. Knowledge of safety rules including accident causation and prevention.
6. Communication skills to effectively communicate internally and externally, both orally and in writing.
7. Verbal skills to communicate effectively with officials, supervisors, co-workers, and public.
8. Reading skills to comprehend and interpret journals, industry specific periodicals, product/manufacturer specifications, and related technical information and data.
9. Writing skills to take field notes; write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
10. Math skills to perform calculations (add, subtract, multiply, divide).
11. Computer skills to operate computers and maintain files.
12. Skills in organizing, prioritizing, and sequencing projects and tasks.
13. Ability to clearly communicate information both verbally and in writing.
14. Ability to deal with stressful situations and effectively handle complaints.

15. Ability to work independently or as part of a team in a fast paced, rapidly changing environment where work priorities change frequently.
16. Ability to analyze situations, problem solve, and exercise good judgment.
17. Ability to prepare and maintain accurate documentation and files.
18. Ability to learn and implement new technology.
19. Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with minimum direction.
20. Ability to work with minimum supervision and as part of a team.
21. Ability to provide support via phone, web chat, remote access and in person.
22. Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
23. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of one (1) year of practical work experience in an office environment dealing with the public; experience in pre-school and elementary-level education is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license; must be insurable and provide proof of insurance.
4. Ability to obtain and maintain cardio-pulmonary resuscitation (CPR) certification.
5. Ability to work non-standard hours.
6. Ability to travel as required.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.