

SHASTA HEAD START CHILD DEVELOPMENT, INC

Child Development Coordinator

Supervisor: Child Development Services Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Coordinate the implementation of Shasta Head Start Child Development Program policies and procedures to maintain best practices and effective service delivery to children and families, based on the theories and principles of child growth and development, early childhood education and family support.

Essential Duties and Responsibilities

- Support the implementation of the Shasta Head Start child development program, systems, and services.
- Coordinate and provide training, and guidance to staff, parents, and community on a variety of pertinent topics in the area of child education and development
- Assist in on-going monitoring, tracking, follow-up and analysis of child development services, and child outcomes.
- Assist in the maintenance of record keeping and reporting systems, schedules, timelines policies and procedures for child development services
- Communicate with staff, parents, program managers, consultants and community to enhance services to children and families.
- Collaborate with state and community partners as needed to enhance Shasta Head Start child development services, and to ensure effective transition planning for children and their families.
- Order supplies and materials as needed for effective service delivery.
- Act as a liaison between Shasta Head Start and the State of California Community Care Licensing to ensure the full compliance of licensing requirements.
- Support Child Development, Education and Human Resources department in daily operations pertaining to licensing and accreditation requirements.
- Responsible for maintaining the agency substitute line.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Knowledge of Community Care Licensing Regulations for early childhood settings
- Knowledge of various software programs such as MS Word, Excel, Power-Point, Publisher, and Child Plus.
- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.

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- Ability to write technical reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, community members and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to organize and manage time effectively, and work independently.

Education

Minimum

BA Degree in Early Childhood Education or related field, including 12 ECE core units.

Desired

BA Degree in Early Childhood Education or related field, including 6 (two plus unit) ECE classes.

Training and Experience

Minimum

Two years related experience.

Desired

Four years related experience.

Certificates, Licenses

Child Development Permit or ability to obtain one within one year of hire.

Physical Demands

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title