



Regional Consolidated Services

Job Description

Department Early Head Start/Head Start

Job Title Child Development Coordinator

Purpose: The purpose of this position is to ensure that the Early Head Start/Head Start programs provide high quality preschool services in an atmosphere that stimulates growth and development of preschool children within the child development component of the program.

Primary Duty – The primary duty of this position is to ensure that child development activities are carried out effectively, to provide oversight to the child development component and to provide supervision for teaching staff.

Essential Functions and Responsibilities:

1. Planning, formulating, and carrying out goals, policies and activities designed to implement child development objectives as stated in the Head Start/Early Head Start Performance Standards, the Head Start Act, NC Childcare Regulations, NAEYC Best Practices, RCS Employee Handbook, and the RCS Early Head Start/Head Start Operations Manual.
2. Responsible for all sites as assigned by the Early Head Start/Head Start director.
3. Prepare program reports for Policy Council and Director.
4. Recruit qualified staff and participate in interviewing and site assignment.
5. Customarily and regularly supervises all teaching staff in their job performance.
6. Customarily and regularly consults and conducts professional development for staff.
7. Customarily and regularly inspects Early Head Start/Head Start sites for health, safety, fire and occupancy violations. Reports problems to Early Head Start/Head Start Facilities Coordinator.
8. Attend leadership meetings.
9. Work in coordination with all component areas.
10. Customarily and regularly ensures classroom arrangement and activities comply with the Early Childhood Environmental Rating Scale.
11. Assists with developmental screenings.
12. Assists Early Head Start/Head Start director with community assessment, self-assessment and other management projects.
13. Consistent and regular attendance is required.
14. Assist with CLASS observations.

Other Duties and Responsibilities:

1. Perform other duties as directed by the Early Head Start/Head Start Director.

Supervisory Responsibilities:

1. Daily supervision of administrative lead teachers, lead teachers, assistant teachers, floaters, substitutes, classroom work experience staff, and volunteers assigned to sites.
2. Participate in selection of personnel, taking into consideration interview performance, qualifications and experience.

Knowledge and Skills:

1. Working knowledge and understanding of early childhood development and best practices as established by NAEYC and North Carolina Foundations.
2. Early Head Start/Head Start knowledge and experience.
3. Excellent interpersonal skills
4. Skilled at handling multiple tasks
5. Supervision and management skills
6. Excellent oral and written communication skills
7. Willing to accept job-related responsibilities at other than normal working hours

Fiscal Responsibility:

1. Timely submission of supply requests and field trip requests including purchase orders according to agency fiscal procedures.
2. Providing input for the budget regarding educational needs for the program.

Physical Demands:

1. See, hear, speak; use fingers, hands, arms; able to lift and move up to 60 pounds; bend, stoop, walk (at times fast or run).

Working Conditions:

1. Office setting with moderate noise level.
2. Classroom, including outdoor play area, setting with moderate to loud noise levels during site visits.
3. Travel that is local, regional and national requiring overnight stays.

Qualifications:

1. Bachelor's degree in early childhood education or related field with early childhood background mandated.
2. Supervisory experience required.
3. Valid driver's license and vehicle available during all working hours.
4. Preferred, person holding Level III NC Childcare Administrator Credentials.
5. Required, person who is eligible for, willing to obtain and maintain Level III NC Childcare Administrator Credentials.
6. Able to obtain clean background check through the Department of Health & Human Services (DHHS).

Classification: Exempt Administrative position 12-month. The Early Head Start/Head Start Director supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____