

POSITION DESCRIPTION

TITLE:	Head Start Program Coordinator	SUPERVISOR:	Early Learning Program Principal
DEPARTMENT:	Early Learning Department	CLASSIFICATION:	Certified

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

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 189 days over a 12 month period (with 15-30 days extended contract); flexible workday schedule as determined by Early Learning Program Principal. Some evenings required.

III. Position Relationships:

Reports to: Early Learning Program Principal
Coordinates with: Early Learning Program Principal, ECASD Head Start Staff, Western Dairyland Head Start Staff, Building Principals and Other ECASD Staff, Head Start Policy Committee/Council, Community Partners

IV. Position Qualifications:

- A. Required Qualifications:
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.
- B. Desired Qualifications:
Master's Degree in early childhood education, family and child services, child development or related field.
- C. Special Requirements:
Very strong organizational skills, strong written and verbal communication skills, demonstrated leadership abilities, basic computer literacy skills and the ability to work effectively and efficiently with individuals and groups, both internal and external, to the ECASD.

V. Position Responsibilities:

The primary responsibility shall focus on coordinating, under the direction of the Early Learning Program Principal, all aspects of the Head Start program to fulfill the requirements set forth in the Head Start Performance Standards and Eau Claire Area School District policies.

- A. Early Childhood Development and Health Services The Program Coordinator will oversee, monitor, assist, support and access services and training for Head Start/Early Learning staff, community partners and families in:
 1. Accessing child health and development services;
 2. Providing comprehensive early education programming;
 3. Maintaining a safe and healthy center environment for children;
 4. Providing adequate nutritional services to children;
 5. Accessing mental health services for children;

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- B. Family Partnerships & Community Partnerships: The Program Coordinator will foster and maintain 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:
1. Supporting parents in 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;
 2. Supporting parents in accessing family literacy opportunities;
 3. Supporting parents in accessing and becoming active partners in their children's physical, mental and dental care process;
 4. Organizing nutrition training, activities and services for families;
 5. Seeking to form new formal and informal partnerships within the ECASD and community that will benefit Head Start families;
 6. Representing the Head Start program at community functions and coalitions.
- C. Program Design and Management The Program Coordinator will support the Early Learning Program Principal by:
1. Organizing, attending and assisting with Policy Council Meetings and Policy Committee Meetings;
 2. Assisting with the Head Start budget;
 3. Assisting with the Head Start grant;
 4. Assisting with Head Start staff meetings and trainings;
 5. Communicating as necessary with Head Start families, Head Start staff, ECASD staff and community partners;
 6. Maintaining necessary records and reports;
 7. Coordinating the annual Head Start self assessment and service plans.
- D. Professional Development The Program Coordinator will:
1. Maintain knowledge in the current trends and research in early childhood education.
 2. Participate in staff development opportunities.
 3. Organize and/or provide staff development and training opportunities for Head Start staff.
- E. Perform other duties as assigned.

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New: 11/00
Revised: 2/02, 5/03, 5/04, 1/07, 2/08, 03/11 (Updated Job Titles)
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