

Tolowa Dee-ni' Nation

Position Description

Title: Education Coordinator
Class: Non-management
Status: Part-time
Supervisor: Head Start Director
Effective Date: July 2014

Department: 07) Howonquet Head Start
FLSA: Exempt
Pay Grade: VI (\$15.58 - \$21.98)
Subordinates: Teachers
Grant Funded: Yes

Position Summary:

This position is responsible for the collaborative development, implementation, managements, support and evaluation of curriculum, instructional program, and staff development. Assures the compliance of all Head Start Program Performance Standards as they pertain to education, services for children and families.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following.

- Ensure implementation of Educational Services Program for the Head Start program is occurring with fidelity, is Multi-Cultural appropriate, age appropriate and anti-bias.
- Supervise teaching staff in implementation of education services.
- Oversee a program curriculum to include major themes/subjects and related activities for the classroom and home visits to include outcomes for children as designated in the Performance Standards/Head Start Act.
- Observe Head Start children's socialization, behavior patterns and appropriate child development.
- Assist staff in follow-up regarding possible strategies challenges with classroom whether it be environment issues or behavior modifications.
- Ensure that all education forms are completed and utilized effectively and appropriately.
- Ensure that goals for individual children and families are being recorded and tracked and in progress notes that related activities are planned.
- Approve Lesson plans ensuring child goals, IEP goals, and individualization are occurring.
- Provide training in Early Childhood Education for staff/parents as requested.
- Become a Certified CLASS observer annually.
- Observe each Classroom using the CLASS Tool. Provide feedback to teaching Staff within 2 days of observation and brainstorm strategies to direct professional development.
- Observe and record monthly, the performance of education staff in the classroom and/or home visits following the observation cycle.
- Conduct initial observation on individual children referred for developmental, social, or emotional concerns.
- Coach teaching staff to support targeted professional development.
- Utilize Howonquet Early Learning Program (HELP) source of on-going assessment Teaching Strategies Gold to monitor teacher's implementation of quality curriculum, communication with families and child progress. Generate and maintain data reports on Child Outcomes three times annually, and present results to the Head Start Program Manager and Program Coordinator.

- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Is responsible for the overall implementation, coordination, and evaluation of this unit, carries out supervisory responsibilities for all subordinates staff in accordance with Tolowa Dee-ni' Nation policies and applicable laws. Responsibilities include interviewing, hiring, training, appraising performance of employees. Planning, assigning, and directing work, discipline, addressing complaints and resolving problems of the employees.

Minimum Qualifications:

- A B.A Degree in Childhood Education or related field and a minimum of 5 years' experience teaching head start/preschool age children.
- Ability and knowledge to work with 3 to 5 year old children and meet Head Start standards of conduct and confidentiality.
- Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.
- Requires computer literacy in Microsoft Office (Word, Outlook, and Excel).
- Current physical exam/tuberculosis test clearance and criminal background fingerprint clearance.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyzes, and interprets technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50 to 80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on occasion. There are many distractions and the noise level does escalate during physical activity time. Environment can be chaotic due to the sheer number of children and families in close proximity.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____