



## Tolowa Dee-ni' Nation Position Description

**Title:** Education Coordinator

**FLSA:** Non-exempt

**Pay Grade:** 7-8 (\$18.88-\$29.82)

**Subordinates:** Teaching Staff

**Department:** Head Start

**Status:** Full Time

**Supervisor:** Program Manager

**Grant Funded:** Yes

### **Position Summary:**

This position is responsible for the collaborative development, implementation, management, 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 and services for children and families.

### **Essential Duties and Responsibilities:**

1. Ensure implementation of Educational Services Program for the Head Start program is occurring with fidelity, is Multi-Cultural appropriate, age appropriate and anti-bias.
2. Supervise teaching staff in implementation of education services.
3. 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.
4. Observe Head Start children's socialization, behavior patterns and appropriate child development.
5. Assist staff in follow-up regarding possible strategies and challenges with classroom whether it be environment issues or behavior modifications.
6. Ensure that all education forms are completed and utilized effectively and appropriately.
7. Ensure that goals for individual children and families are being recorded and tracked and in progress notes that related activities are planned.
8. Approve Lesson plans ensuring child goals, IEP goals, and individualization are occurring.
9. Become a Certified CLASS observer annually.
10. Observe each Classroom using the CLASS Tool. Provide feedback to teaching Staff within 2 days of observation and brainstorm strategies to direct professional development.
11. Observe and record monthly, the performance of education staff in the classroom and/or home visits following the observation cycle.
12. Conduct initial observation on individual children referred for developmental, social, or emotional concerns.
13. Coach teaching staff to support targeted professional development.
14. Utilize Howonquet (Xaa-wan'-k'wvt) Early Learning Program (HELP) source of on-going assessment Desired Results Developmental Profile 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.
15. Other duties as assigned.

**Supervisory Responsibilities:**

Is responsible for the overall implementation, coordination, and evaluation of this unit, carries out supervisory responsibilities for all subordinate staff in accordance with Tolowa Dee-ni' Nation (TDN) 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:**

1. A B.A Degree in Childhood Education or related field and a minimum of 5 years' experience teaching head start/preschool age children.
2. Ability and knowledge to work with 3 to 5 year old children and meet Head Start standards of conduct and confidentiality.
3. Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.
4. Requires computer literacy in Microsoft Office (Word, Outlook, PowerPoint and Excel).
5. Must pass physical examination, including tuberculosis screening, on initial hire and annually.
6. Must submit to and pass a pre-employment drug and alcohol screen and criminal background investigation.
7. Willing to support Tolowa language acquisition and development.
8. Qualified American Indian Preference applies.

**Preferred Knowledge:**

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

**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 30 pounds and occasionally lift and/move 50 pounds.

**Vision Requirements:**

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. 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. 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.

**Additional Work Conditions:**

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, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Acknowledgment:**

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_