

Job Description

Title: AREA COORDINATOR	Reports: Education Manager
Status: Exempt	Department: Head Start
Skill Level: 6	Pay Grade: 601
Location of Work: Stewart County/Dickson County	

Description:

Under the direction of the Education Manager, has responsibility for the daily oversight and center operations, including assurance of compliance licensing, standards established to assure a high-quality program, and implementation of Head Start Program Performance Standards.

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Monitor the day-to-day operations of all classrooms within their assigned service area.
- Ensure each classroom is fully staffed (daily) and coordinate substitute coverage, as needed
- Daily observation and monitoring of classrooms and staff to ensure compliance of licensing and federal requirements (including the Head Start Program Performance Standards)
- Enable communication between service area managers, support staff, and teaching teams to support the goals and needs of the agency
- Ensure that all center-level documentation and reports are complete, up-to-date and accurate.
- Attend meetings and trainings, as requested, to keep abreast of early education trends
- Assist in the development and implementation of goals, policies and activities to achieve the implementation of the program's mission, objectives and performance standards
- Ensure compliance with licensing, child care assessment requirements and all other program regulations, policies and procedures
- Participate in the annual community needs assessment with the Policy Council, staff and program consultants
- Participate in the planning, writing and development of funding applications when asked
- Provides leadership in the area of early childhood development and best practices; work in partnership with the Education Manager, Health Services Coordinator and/or the Coach/Mentor to implement best practices in the classroom
- Together with the Facilities/Transportation Manager, oversee maintenance of a safe, secure, and well-maintained facility according to state and federal program requirements
- Meet regularly with the Education Manager to ensure that services are being delivered in an effective and efficient manner
- Works with Family/Health Services Manager to facilitate engaging group and individual volunteer opportunities that supports and nurture existing relationships with community partners
- As needed, fill in for classroom teachers if substitute coverage is not available
- Evening and weekend work as required

Qualifications/Requirements:

- Associates Degree in Early Childhood Development or related field.
- 3-5 years of experience in supervision.
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations.
- Incumbents are subject to a criminal background check
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Excellent computer, verbal, and written skills.
- Familiar with assigned geographical area and knowledge of community resources.
- Experience in case management and working in a pre-school environment.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Organizational and multi-tasking skills.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.