

Highland Rim Economic Corporation

Title: Site Coordinator	Reports To: Education Manager
Status: Hourly	Department: Head Start
Skill Level:	Pay Grade:
Location of Work: Dickson or Stewart Complex	

Description:

The Head Start Site Coordinator will oversee the day-to-day operation of the assigned HS center. The employee will provide leadership and supervision to all center staff and serves as a liaison to the central office, parents and community. The employee works under the supervision of the Education Manager with communication to the Family Services Manager, Health Services Manager, and the Safety/Nutrition Manager. The employee shall be responsible for the daily operations and of an assigned center including all staff and community/parent involvement.

Responsibilities:

- Adheres to all National and local Head Start philosophies and visions, assisting with the leadership and implementation of best practices towards achieving program school readiness goals.
- 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. Will fill in for classroom staff if substitute coverage is not available.
- Daily observation and monitoring of classrooms and staff to ensure compliance of licensing and federal requirements (including the Head Start Program Performance Standards).
- Attend meetings and trainings, as requested.
- Ensure compliance with licensing, childcare assessment requirements and all other program regulations, policies, and procedures.
- Ensure coordination of services to children and families by means of competent support to teaching staff, food service staff, and family service staff.
- Plan and provide observations and feedback to staff on a regular basis.
- Provide center staff with instruction and support necessary to fulfill their job responsibilities.
- Encourage problem-solving. Promote open communication and teamwork among center staff.
- Plan and coordinate community activities to ensure Head Start is actively participating and maintaining a positive image and status within each of the communities that the organization serves.
- Assure program integration by openly communicating with other administrative staff on a regular basis to assure continuous quality service to children and families is being provided appropriately.
- Plan, arrange, and facilitate meetings providing staff with current best practices to implement within their classroom environment.
- Ensure documentation in all areas is completed regularly and accurately.

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- Works in partnership with the Education Manager, Health Services Manager, Family Services Manager, and the Safety/Nutrition Manager.
- Together with the Safety/Nutrition Manager, oversee maintenance of a safe, secure, and well-maintained facility according to state and federal requirements.
- *Performs other duties as assigned to meet the needs of the organization.*

Qualifications/Requirements:

- BA/BS in Early Childhood Education, Human Services or a related field
- 1-3 years of experience in supervision preferred.
- Possession of a valid Tennessee Driver's License and CDL
- Maintain a vehicle liability insurance policy.
- Ensure periodic Physical Examinations.
- Must be able to work in a team situation and supervisory capacity.
- Must have excellent organization, communication and writing skills.
- Knowledge of Performance Standards, Personnel Policies and Tennessee Child Care Regulations.

Required Physical Demands:

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 25-50%.

The required physical demands described above are not all inclusive in describing the demands 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.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ **Date:** _____