

JOB TITLE

COORDINATOR HEAD START

DIVISION

DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO

DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE

I I, GRADE 6

LENGTH OF WORK YEAR

AS APPROVED BY THE BOARD

DATE

AUGUST 24, 2009

SCOPE OF RESPONSIBILITIES

Develop and supervise the implementation of a specialized program to meet the Department of Health and Human Services' performance standards for a specific clientele of students and parents.

PERFORMANCE RESPONSIBILITIES

1. Coordinate and implement one or more components of the Head Start Program and update as appropriate.
2. Visit classrooms and/or homes regularly to demonstrate and maintain a quality program.
3. Review plans and make suggestions for improvement.
4. Work with teachers and other staff to determine equipment and supplies needed for classroom and other uses.
5. Assess training needs of staff and develop inservice training covering assigned components.
6. Provide management with periodic reports on the progress of the assigned components.
7. Coordinate activities with other Head Start components.
8. Maintain current centralized files for Head Start component.
9. Develop and conduct training opportunities for staff, parents and volunteers as needed; consult regularly with staff and parents regarding the assigned component.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Three years successful experience in the component area

DESIRABLE QUALIFICATIONS

1. Master's Degree

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