

HOPI HEAD START PROGRAM

EARLY CHILDHOOD EDUCATION COORDINATOR

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for coordinating, monitoring and evaluating educational services and providing pre-school students with a learning environment to develop socially, intellectually, physically and emotionally, in a manner appropriate to their age and stage of development.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Responsible for coordinating and integrating the educational components into the curriculum in accordance with the Head Start Performance Standards goals & objectives; assists with the behavior modification program; monitors and evaluates the delivery of program services and in collaboration with staff recommends changes to services delivered; orientates staff on policy changes and ensures implementation of policies in accordance with established rules, regulations and guidelines.
2. Serves as a consultant for the Associates of Arts (AA) degree program; ensures compliance with program standards; maintains accurate records of participants enrolled in the AA program; assists in conducting assessment of staff training needs; and identifies and coordinates in-service training.
4. Works closely with staff, parents and Policy Council in developing, evaluating and implementing, revising and updating the participant Education Plan annually; and serves as a team player assisting with recruitment drives; advocating for quality programs and services for children and families in accordance with established procedures.
5. Assists with proposal/budget preparation, budget amendments/modifications; recommends allotment of funds for supplies and equipment; and monitors the procurement of playground equipment and classroom supplies.
6. Assists teaching staff with teaching methods, developing lesson plans, etc., and implementing planned activities to include special needs children, i.e., developmentally delayed speech, hearing, etc.; and administers and coordinates the "testing" program.
7. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
8. Works collaboratively with the Teachers, Teacher Assistants, Special Education Coordinator, Special Needs Teacher, and Transition & Retention Specialist in implementing the Head Start goals and objectives.
9. Attends all "staffing" meeting(s) in regard to a child's educational placement and attends Individual Education Plan (IEP) meetings to outline educational standards to ensure that State standards are being followed; and attends and represents the Head Start Program at Parent Committees & Policy Council meetings, other meetings to report on area of responsibility, coordinate work efforts or provide assistance, as needed.
10. Performs other duties as assigned and authorized to achieve program goals and objectives.

COMPLEXITY: The work includes varied duties involving different and unrelated processes, steps and methods. The decision regarding what needs to be done depends upon the analysis of the subject or issues involved in each assignment and the chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Head Start Director. The incumbent and supervisor, in consultation, establish the objectives, priorities and deadlines and assist the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, parents, grandparents, guardians, agencies related to the incumbent's area and the general public. The purpose

of these contacts is to exchange factual information, provide assistance/services, coordinate work efforts and establish a network of services/resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment; and in the classroom setting. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Early Childhood or Elementary Education;

AND

B. Experience: Two (2) years work experience coordinating educational services, and three (3) years teaching experience in Early Childhood or Elementary Education.

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- of early childhood educational theories and concepts
- of Head Start federal grant/contract compliance procedures, performance standards and PL 94-142 and PL 99-457, Section 504
- of principles and practices of teaching methods, curriculum development, lesson plans, materials/resources, student testing/evaluations and behavior modification programs
- of the Associate of Arts (AA) Program
- of special education teaching methods, practices and techniques

B. Skills :

- verbal and written communication adequate to conduct group orientation, training sessions, and preparation of statistical and narrative reports
- in developing, organizing and coordinating education services and activities
- in management and supervision

C. Abilities :

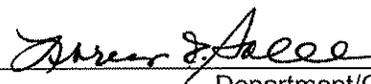
- to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
- to supervise and evaluate the work of others; analyze and assess administrative needs and situations
- to analyze, assess and develop appropriate action plans to resolve complex or controversial matters
- to establish and maintain effective and positive working relationships with staff and others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass a background investigation & fingerprint check in accordance with the Hopi Tribe's policy.
3. Possess or obtain a food handler's card and maintain certification.
4. Possess or obtain a First-Aid and CPR certification and maintain certification.
5. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.
6. Speak and understand the Hopi or Tewa language.

DESIRED QUALIFICATION:

1. Prefer teaching experience with pre-school age children.

REVIEWED BY:  7/13/05
Department/Office Hiring Authority Date

APPROVED BY:  08/03/09
Personnel Director Date

Range: **EXEMPT** [40]
07/2005(nfp)