POSITION SPECIFICATION

POSITION TITLE: **Assistant to the Education Coordinator**
POSITION CLASSIFICATION: **Non-Exempt Employee**
SALARY RANGE: **$18.00 – $22.00 per hour**

QUALIFICATIONS:

Individuals must have a minimum of a Bachelors Degree in Early Childhood Education or a related field and classroom experience with preschool-aged children. Supervisory experience is desirable. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as a pre-employment physical and Tuberculin screening and every two years thereafter. Possess a valid driver's license and personal vehicle or a plan that will allow the fulfillment of position requirements.

POSITION SUMMARY:

Work as a member of the team to provide quality services to the children and their families enrolled in the program. Must be able to balance and prioritize workload and have strong time management/organizational skills. Supervise education staff and assist in the implementation of the Head Start Performance Standards and Child Day Care Regulations. Observe/monitor planning and presentation of day-to-day classroom/center activities. Act as an advisor for site staff, parents, and volunteers, concerning Early Childhood Education. Assist Teachers in the indirect supervision of Teacher Assistants and Classroom Aides. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

SUPERVISOR:

The Assistant Education Coordinator is directly responsible to the Education Coordinator, Head Start Director and Assistant Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain confidentiality within the program.
2. Responsible for the planning, supervision, and coordination of the Education and Early Childhood Development Service Area and Implementation of the Creative Curriculum.
3. Support Education staff concerning issues of lesson planning, classroom environments, behavior management, the inclusion of children with special needs, transitioning of children and their families, record keeping, and data tracking.
4. Monitor lesson plans for the inclusion of learning experiences to improve the school readiness of children.
5. Monitor, analyze, and utilize data from outcomes regarding children's developmental progress to plan for staff development/training. Submit Child Outcome Report twice a year for Policy Council and CDP Board review.
6. Supervise Education staff in program operations, including using all CDP agency policies and procedures, OCFS Day Care licensing regulations, and Head Start Performance Standards.
7. Be certified CLASS reliable and observe Education staff utilizing the CLASS observation tool to ensure positive adult-child interactions that support the social-emotional development of children.
8. Collaborate with the local school districts concerning transitioning to improve school readiness for children.
9. Follow the policy set forth by this agency as a mandated reporter of child abuse and maltreatment.
10. Monitor and review documents for accuracy and to ensure requirements are being met.
11. Prepare reports in a timely and accurate manner.

GENERAL RESPONSIBILITIES:

1. Visit each classroom every two months prioritizing visits according to needs. Share observations both verbally and in written form inclusive of corrective actions needed.
2. Work cooperatively with all administrative staff as well as center and Home-Based staff on an ongoing basis.
3. Update Director/**Assistant Director** on a regular basis as to the needs/issues related to the classroom.
4. On a yearly basis, evaluate education staff job performance. On a quarterly basis monitor career development needs and assist in developing long-term training and professional development plans.
5. Conduct regular Education staff meetings to discuss program needs, activities, and training plans: followed by a written follow-up.
6. Attend appropriate training: on-site, cluster, state-wide, and regional as well as out-of-the-county/overnight training and pursue professional development.
7. Review education staff's biweekly time sheets for accuracy.
8. Provide coverage in the classroom on an as-needed basis.
9. Participate in the hiring/termination of employees on an as-needed basis.

This job description is not intended to be all-inclusive. The Assistant Education Coordinator will perform other reasonably related business tasks/duties as assigned by the Education Coordinator, Director, Assistant Director and/or as assigned in the Program's Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023