

**Certified Personnel  
Job Description**

**POSITION TITLE:** Head Start Education And Mental Health Coordinator

**QUALIFICATIONS:** Shall have a working knowledge of computers.  
Shall communicate effectively both orally and in writing.  
Shall have demonstrated people skills to indicate the ability to function in a team oriented environment.  
Shall have training and experience in theories and principles of child growth, leadership, early childhood education and early childhood special education.  
Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.

**PHYSICAL REQUIREMENTS:** Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.

**RESPONSIBLE TO:** Head Start Director

**GENERAL DUTIES:** Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the director and staff.  
Shall adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES:** Shall ensure that the Head Start and KERA standards for all preschoolers and their families are met.  
Shall provide collaborative planning that will support children's social/emotional, cognitive, language, and motor development.  
Shall provide collaboration and team building with teachers, families, and community agencies.  
Shall provide parent training and staff development.  
Shall maintain and ensure confidentiality in child find, due process, and the evaluation process.  
Shall design instruction and track progress for all preschool children.  
Shall ensure that staff observe and record children's behavior and activities on a daily basis and use this information to individualize the program.  
Shall serve as the ARC chairperson.  
Shall plan and ensure that other records kept by educational staff are maintained as required.  
Shall oversee the annual review, and if necessary, revise and update the Early Childhood Development and Disability Services Plan.  
Shall provide and arrange for training on curriculum.  
Shall perform any other duties as assigned by the supervisor.  
Shall facilitate team meetings with identified child's teachers/staff and parents for planning purposes.  
Shall prepare and submit written reports including referrals to outside agencies for needed services.  
Shall provide immediate on-site behavioral intervention and/or consultation services to students who present with behavioral escalation problems.  
Shall make home, community, and agency visits as needed.

**DAYS OF EMPLOYMENT:** 200 days (7.5 hours per day)

**SALARY:** Commensurate with the Ashland Independent Schools Certified Salary Schedule.

Adopted: 11/16/20



