

**Classified Personnel  
Job Description**

- POSITION TITLE: **Head Start Health Coordinator**
- QUALIFICATIONS: Shall have a working knowledge of computers.  
Shall communicate effectively both orally and in writing.  
Shall be given positive recommendations from references listed on the application.  
Shall have demonstrated people skills to indicate the ability to function in a team oriented environment.  
Shall exhibit knowledge of community resources.  
Shall have the ability to communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of ethnic communities.  
Shall be familiar with ethnic background of families.  
Shall have experience in early childhood education and/or special education.  
Shall possess an Associate's degree or Bachelor's degree in Early Childhood.
- 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 have knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.  
Shall have knowledge of basic record keeping techniques.  
Shall have knowledge of interpersonal skills using tact, patience and courtesy.  
Shall have knowledge of safe practices in classroom and playground activities.  
Shall have the ability to learn child guidance principles and practices.  
Shall have the ability to communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of ethnic communities.  
Shall have the knowledge to print and write legibly.  
Shall adhere to School Board of Education Policies and Procedures and Head start Performance Standards.
- SPECIFIC DUTIES: Shall encourage and promote the family's achievement of self-sufficiency.  
Shall maintain confidentiality of family records and information.  
Shall encourage families to attend family meetings, arrange transportation and child care if necessary.  
Shall ensure effective two-way comprehensive communication with parents.  
Shall establish and maintain efficient and effective record-keeping to provide accurate and timely information  
Shall report program operations in order to maintain quality and program accountability.  
Shall provide parents with specific health needs of their individual child.  
Shall assist in program self-assessment.  
Shall assist in planning and supporting successful transitions for enrolled children and families into Head Start and from Head Start into Primary.  
Shall assist parents in enrolling and participating in a system of on-going family health care.  
Shall involve parents in education activities that are responsive to their expressed

needs.  
Shall provide parents with opportunities to participate as volunteers.  
Shall assist and encourage parents to foster the growth and development of their child's education.  
Shall provide opportunities for parents enhance their parenting skills.  
Shall encourage parents to become active partners in their children's medical and dental health care process.  
Shall assist in providing parents with the opportunity to learn the principles of preventive health and dental health safety practices.  
Shall assist parents in obtaining nutritional education.  
Shall assist in providing referrals for employment services for families.  
Shall provide emergency and crisis assistance for families.  
Shall assist in providing opportunities for families to participate in counseling programs or receive information on mental health issues.  
Shall provide follow-up with each family to determine kind, quality, and timelines of services received.  
Shall determine if each child is up-to-date on a scheduled age appropriate, preventive and primary health care.  
Shall ensure that families continue to follow the recommended vaccination schedule.  
Shall use Child Plus to track health services for each child.  
Shall obtain or arrange for further diagnostic testing, examination and treatment for each child with an observable, known or suspected health or developmental delay.  
Shall develop and implement a follow-up plan for any condition identified.  
Shall assist in all age-appropriate developmental screenings.  
Shall establish on-going communication with parents of children with identified health needs to facilitate the implementation of the follow-up plan.  
Shall assist parents in enabling them to learn how to obtain medications, aids, or equipment for medical and dental conditions.  
Shall assist in providing dental follow-up treatment.  
Shall perform any other duties as assigned by the supervisor.

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

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 10/24/2016