



## Head Start Coordinator

### Purpose Statement

The role of the Head Start Coordinator is to coordinate the community partnership program and related activities, provide information to others, and implement and maintain services within established guidelines and standards.

### Supervisory Relationship

Reports to: Director of Special Education and BECEP Coordinator

### Essential Functions

- **Collaboration:** Collaborate with the BECEP Coordinator (e.g., Readiness to Learn, Title I, Employment & Training, Head Start) to develop regional family involvement activities and ensure the effective functioning of the Head Start and Early Childhood Special Education (ECSE) programs in compliance with governmental regulations.
- **Program Coordination:** Coordinate various program components and activities, such as budgets, grants, legislative training, recruitment, hiring, and assigning of Head Start Professional staff, to deliver services in compliance with established guidelines in concurrence with the Policy Council and the Grantee agency.
- **Goal Development:** Develop and implement Head Start goals and objectives, ensuring the execution of Head Start performance standards in compliance with its vision and mission.
- **Record Maintenance:** Maintain a variety of manual and electronic files and records to provide up-to-date reference and comply with regulatory requirements and established guidelines.
- **Activity Monitoring:** Monitor assigned program activities, including literacy grants, activities, and budgets, to promote the involvement of parents and community partners in meeting the needs of Head Start families.
- **Program Oversight:** Oversee the Head Start Program, including hiring, orientation, evaluation, and professional development of staff, grant activities, budget, and monthly reviews with the BECEP Coordinator and Special Education Director, ensuring effective and professional implementation of the Early Head Start Program.
- **Staff and Volunteer Placement:** Oversee the placement of staff and volunteers and manage grant activities to ensure adequate staffing and achieve program objectives.
- **Professional Development:** Participate in meetings, workshops, trainings, and seminars related to BECEP, Special Education, and Head Start to convey and gather information required to perform job functions.
- **BECEP Coordinator Role:** Perform the role of BECEP Coordinator in their absence, including day-to-day classroom coverage, classroom observations of staff, planning of master Head Start teacher schedule, and placement of Head Start students, to ensure effective implementation of Head Start.
- **Documentation:** Prepare a variety of materials, such as reports, letters, memos, and Head Start Grants, to document activities, provide written reference, and convey information.
- **Information Dissemination:** Process documents and materials, including training materials, minutes, bulletin articles, and communications, to disseminate information to appropriate parties.
- **Inquiry Response:** Respond to inquiries to resolve issues, facilitate communication among parties, and provide information or directions.
- **Liaison Role:** Serve as a liaison with BECEP, the School District, Policy Council, and local, regional, and federal Head Start Agencies to ensure professional implementation of Head Start and Early Childhood Education programming in compliance with all procedures, policies, and regulations.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Performing multiple, technical tasks.
- Operating standard office equipment and pertinent software applications.
- Preparing and maintaining accurate records.
- Planning and managing projects.

### **Knowledge**

- Basic math, including calculations using fractions, percentages, and ratios.
- Reading technical information, composing various documents, and facilitating group discussions.
- Solving practical problems.
- Adult learning principles, best Special Education practices, and social work practices.

### **Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment.
- Work independently and flexibly with diverse individuals and groups.
- Analyze issues and create action plans.
- Communicate effectively with diverse groups.
- Maintain confidentiality and meet deadlines.
- Work as part of a team and develop effective conflict resolution.

### **Responsibility**

Work independently under broad organizational guidelines to achieve unit objectives. Manage a department and supervise the use of funds. Utilize resources from other work units. Continuously impact the organization's services.

### **Work Environment**

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 60% sitting, 20% walking, and 20% standing. Performed in a generally hazard-free environment.

### **Experience**

Job-related experience with increasing levels of responsibility is required.

### **Education**

Bachelor's degree in a job-related area.

### **Certificates and Licenses**

Early Childhood Special Education credential or a valid ND Teaching Certificate preferred.

### **Continuing Education/Training**

Maintains required certificates and licenses.

### **Clearances**

Criminal justice fingerprint/background clearance.  
TB test.

**FLSA Status**

Exempt

**Salary Grade**

PH