

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: HEAD START COORDINATOR

REQUIREMENTS:

A. Education Level: Early childhood degree and/or endorsement, Master's degree or degree in area of assignment.

B. Experience Desired: Experience in Head Start program preferred but not required. Elementary education teaching or experience in area of assignment.

C. Physical Requirements: Requires hand-eye/mind-eye coordination, hearing. Frequent speaking, writing, sitting, bending, walking, keyboarding and repetitive motions using wrists, hands and fingers are also required.

D. Other Requirements:

REPORTS TO: Head Start Director and Principal

RECEIVES GUIDANCE FROM: Assistant Principal

DATE: Revised June 2004

ESSENTIAL FUNCTIONS AND DUTIES:

1. Implements and coordinates Head Start performance standards in accordance with District approved program of study.
2. Participates in identification, assessment and IEP development and delivery for eligible students, as appropriate.
3. Maintains student records regarding the referral evaluation/placement and health or education in compliance with district, state and federal requirements.
4. Participates in parent conferences and communicates with parents on a routine basis keeping them well informed about their child's school progress.
5. Plans and implements home visits, family focused curriculum and small/large group parent activities, including involvement with policy council.
6. Plans training sessions utilizing techniques consistent with the research on characteristics of effective teaching.
7. Establishes student success as a primary teaching goal and provides opportunities for all students to experience success.
8. Promotes academic achievement for all students by supporting teachers.
9. Maintains and implements documentation on process.

10. Supports teachers to establish a classroom management system that promotes the most efficient use of academic learning time.
11. Establishes a learning climate that promotes the orderly behavior of all students while maintaining the dignity and positive self-concept of each student.
12. Provides for the well-being, health and safety of all students.
13. Maintain the confidentiality of students and their families.
14. Performs other duties as assigned by the Head Start Director such as recruitment, grant writing, program evaluation, etc.

WORKING CONDITIONS:

A. <u>Inside</u>	<u>Outside</u>	<u>Both</u>
		XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

The itinerant status of this position requires exposure to the outside environment as travel between schools is required.

C. Hazards:

Stairs, drafts, chalkdust and exposure to communicable diseases.

Travel between schools will cause exposure to hazardous driving and walking conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

HSEDPCh