

Open Position

Program:	Head Start
Position:	Education Coordinator for Ukiah (Bilingual Preferred)
Rate of Pay:	\$ 21.89 – \$ 25.17 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Open until filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p>	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

JOB DESCRIPTION

POSITION TITLE:	EDUCATION COORDINATOR
PROGRAM:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	EDUCATION, DISABILITIES & MENTAL HEALTH MANAGER
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

This position is responsible for implementing accountability and compliance systems in the Education, Disabilities and Mental Health (EDM) service areas and for providing technical assistance to all program staff. Supports the implementation and provision of comprehensive, integrated services to Head Start (HS) and Early Head Start (EHS) children and families. Ensures all classrooms provide sensory-rich environments and age appropriate activities that support the Social Emotional Learning of enrolled children. The primary duties of this position require a high level of collaboration, excellent communication skills and well-developed organizational skills. This position requires knowledge of numerous compliance standards and regulations as well as high levels of professionalism and emotional intelligence.

II. JOB DUTIES AND RESPONSIBILITIES

1. Ensures the health and safety of enrolled children when visiting sites.
2. Monitors and ensures compliance with all applicable agency, State and Federal regulations including Community Care Licensing Title V and XXII regulations and HS Program Performance Standards.
3. Provides insight and support to teaching staff on the development and implementation of adopted program curriculum.
4. Collects data and completes monitoring observations; summarizes the collected information and provides reports including feedback, outcomes, and recommendations to the EDM Team.
5. Assists in the implementation of recommended strategies for children, classrooms, and individual staff.
6. Works to improve the consistency and effectiveness of and collaboration between HS service areas.
7. Models Positive Behavior Supports in working with adults and children.
8. Makes recommendations to the EDM Team about staff training needs; helps design and implement EDM-related training and technical assistance for site staff and parents.
9. Completes accurate and timely maintenance of necessary records, data, and reports for the EDM service areas.
10. Provides assistance and on-going monitoring to ensure alignment of EDM practices across all classrooms.
11. Participates in reflective supervision sessions to promote ongoing professional development.
12. Maintains certification in Classroom Assessment Scoring System (CLASS).
13. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
14. Stays current on early childhood best practices; shares new information with the EDM team.
15. Responsible for generating, collecting and documenting In-Kind.
16. Attends scheduled meetings, training sessions and conferences as assigned or requested.
17. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
18. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its program to the community in a positive light.

- Dresses appropriately for the assigned job duties and responsibilities.
 - Is able to effectively adapt to change.
19. Other duties as assigned.

III. JOB QUALIFICATIONS

Education, Training and Experience:

- An associate degree from an accredited school in Early Childhood Education (ECE) is required.
- At least 4 years of experience working with children and families in an early childhood program or classroom is required.
- Prior experience in a Head Start program is preferred.

Knowledge of:

- Principles and practices of effective interpersonal communications.
- Child development and early childhood education theories, principles, and practices.
- Inclusive and effective teaching practices in relation to children with special needs and/or disabilities.
- Principles of adult learning and family dynamics.
- Computer operations as relates to the duties of the position including Microsoft Outlook, Word, and Excel, as well as general use of the internet and cloud-based applications (required).
- Head Start Performance Standards (preferred).

Ability to:

- Motivate, engage, and work effectively with other adults, parents, and children.
- Interact with others in a culturally and emotionally appropriate manner.
- Maintain professional, cooperative working relationships.
- Understand and carry out oral and written instructions.
- Communicate clearly and appropriately both verbally and in writing in English (required); bilingual ability (English/Spanish) preferred.
- Organize duties and tasks to meet established deadlines.
- Use established systems to compile and analyze data.
- Perform data entry for brief periods of time.
- Be effective working independently and as a collaborative team member.
- Prepare and give presentations in various settings using audience-appropriate methods and technologies.
- Work a flexible schedule to accommodate attending scheduled work events and professional development opportunities.

Necessary Special Requirements:

- Must be at least 18 years of age.
- Must hold and maintain current a California Department of Education Child Development Associate Teacher Permit or qualify for one.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization requirements related to work in a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed child care facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is regularly required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver’s License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors, and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones, and other similar electronic office equipment.
9. The employee may regularly use kitchen equipment and implements that can be heavy, hot or sharp, as well cleaning and sanitizing products.
10. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

RECEIVED BY:

NAME: _____ DATE: _____
SIGN & PRINT