

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Education Coordinator BA

DEPARTMENT: Head Start

REVISION DATE: July 2020

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is under the supervision of the Head Start Education Director. Employee is responsible for assisting in the coordination and overall operation of the Education Program. This includes ensuring quality educational services for all enrolled children providing assistance and guidance to teaching staff in the planning and provision of a high quality early childhood experience for preschool children that meet all Head Start Program Performance Standards.

QUALIFICATION STANDARDS:

- Must have a Baccalaureate Degree in Early Childhood Education or related field.
- Must obtain/maintain a CLASS™ reliable certification within one program year of entry.
- Must have good moral character, profession, self-confident, and able to multi-task.
- Must have good computer skills (working knowledge of Microsoft programs).
- Must be bilingual in English and Spanish.
- Must have excellent communication skills (oral and written).
- Must have three years of classroom teaching experience
- Must maintain all Local, State and Federal qualifications for position on an annual basis.

ESSENTIAL DUTIES:

Operational Responsibilities

- Collect, maintain all center related documentation required by state and federal requirements within the educational program.
- Review, analyze and generate reports for pertinent Ed. Content Area reports such as educational outcomes and other data as indicated on Head Start Program Performance Standards.
- Maintain daily two-way communication with all education and program staff.
- Assist with case management participation meetings, as required throughout the year.
- Assist with educational staff interviews and provide recommendations.
- Attend staff development activities as directed for his/her professional development and growth as an Education Coordinator.
- Will perform other related duties as needed.

Procurement Responsibilities

- Assist in the selection of classroom furniture, supplies and material, outdoor equipment and office supplies as needed.
- Assist in obtaining bids/quotes from numerous vendors for selected items as needed.
- Assist in receiving and distributing items ordered across the program.

- Assist in maintaining inventory of supplies and classroom materials.

On-Going Monitoring Responsibilities

- Assures that educational staff throughout the program meets all State and Federal guidelines (i.e. Head Start Performance Standards, State Child Care Licensing requirements) through on-going monitoring.
- Assist in monitoring all centers related to documentation required by State and Federal requirements within the education program to ensure all services and follow-ups are completed in a timely manner. This includes reviewing children’s folders, classroom daily schedules, and classroom education planning guides.

Staff Development Responsibilities

- Assist in providing feedback on staffs’ evaluations to Area Service Managers.
- Provide training, support and resources to support the professional development of education staff.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 10-20 lbs (file boxes)

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid driver’s license and be insurable
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

SUPERVISORY: Assist in supervising Education Assistants and education staff as needed.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE