

HEAD START FAMILY SERVICES COORDINATOR

DEFINITION: Under general direction, performs work of moderate difficulty in developing, monitoring, evaluating and coordinating standards, procedures and programs for assigned Head Start centers; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops and implements a comprehensive integrated program comprised of key components, i.e., education, health, nutrition, social services, parent involvement, disabilities and mental health; develops monitoring and evaluation standards and procedures; monitors and evaluates program activities to ensure compliance with applicable regulations and guidelines; develops and implements goals and objectives to correct deficiencies and weaknesses in programs; interprets program, federal and Navajo Nation rules and regulations.

Assigns, monitors and reviews work of assigned staff; assists with recruitment and selection of staff; conducts performance appraisals and takes necessary action when needed; accompanies teacher on home visits, child observations and parent meetings; monitors all children records, i.e., physical, health, emotional, intellectual and social development; provides technical assistance, in-service and other training to teachers, parents, community and child care providers in quality child care and development services; serves as a resource for center and home-base programs.

Coordinates activities with services providers and other resources to ensure children receive necessary services; organizes parent policy committees; establishes and maintains effective communication with parents, service providers and communities; conducts recruitment drives to maintain enrollment ratio; conducts orientation and workshops; attends meetings to provide program information; compiles and prepares required reports; may assist centers with teaching, food preparation, cleaning and other duties during staff shortages.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Programs.

Knowledge of early childhood teaching methods and practices.

Knowledge of Navajo culture and its influence on the daily lives of the children and family.

Knowledge of food preparation and nutrition.

Knowledge of health screening methods and practices.

Knowledge of confidential record keeping and file maintenance methods and practices.

Knowledge of community resources.

Skill in utilizing customer service/public relations techniques when developing collaborative projects.

Skill in planning, monitoring and evaluating educational activities.

Skill in working with parents, grandparents and volunteers in providing, advocating for and meeting children's needs.

Skill in maintaining a clean safe supportive educational environment.

Skill in overseeing, monitoring and directing staff in providing services to children.

Skill in maintaining accurate up to date files, records and reports.

Skill in establishing and maintaining effective working relationships with others.

HEAD START FAMILY SERVICES COORDINATOR

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting up to 30 pounds, bending, stooping and sitting; exposure to children and their diseases; exposure to chemicals and cleaning supplies; and extensive traveling in all weather and road conditions.

MINIMUM QUALIFICATIONS: An Associate's degree in Education, Child Development/Early Childhood or related field; and six (6) years of responsible experience in preschool or structured educational environment; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a current First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit. Some positions may require a commercial driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.