



Program Support Coordinator
Date: July 19, 2018

Reports to: Education Manager
Classification: Full-time

Department: Head Start
Status: Non-Exempt

Position Summary:

This is a 10 month 40 hour a week position. The Program Support Coordinator position is an active member of the Early Head Start/Head Start Leadership Team and is responsible for assuring that the Head Start Performance Standards and Head Start act are carried out by Early Head Start/Head Start staff. This position assists with the day to day observation, guidance, and overseeing, in conjunction with the Center Manager. This position will be responsible for substituting in sites as assigned by Education Managers and as need arises. This position requires flexibility in work sites (traveling to) on a daily basis. Conversations with the Education Manager and site Center Manager/Teachers and will help inform this position as to where the highest need for assistance is for the day or week. This position will keep the Education Manager informed daily as to where they will be. This position is responsible for understanding all NEK-CAP, Inc. programs and could be a substitute in the kitchen, in the classroom, for a Family Development Advocate and drive or monitor on the school bus. This position will guide and mentor other staff and volunteers, supporting daily jobs, leadership, supervision, and monitoring. Work is performed under the supervision of the Education Manager, and reviewed through regular supervision, reports, and program achievements.

Essential Functions:

- Participate in routine systematic planning to develop component goals/objectives based on program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment. This is designed to continually improve the program services.
- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements.
- Report any suspected child/adult abuse or neglect to appropriate authority
- Ongoing and professional communication and coordination with co-workers, management staff, community and customer/families.
- Understand and support the NEK-CAP, Inc. governance, as it applies in relation to Parent Committee, Policy Council and the Multi-County Board of Directors. Actively recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Work closely with other managers and coordinators on the Early Head Start/Head Start Leadership Team to ensure staff are receiving requested training and appropriate monitoring and oversight.
- Respect and support cultural differences and diverse family structures.
- Attend and participate in trainings, conferences, staff meetings, web based go-to-meetings, reflective supervision, and In-Service days. This position will also plan and coordinate these things as needed. This would also include APM Meetings and Regional Conferences, as needed.
- Provide indirect support to all Early Head Start/Head Start staff.

- Provide input for performance evaluations, as requested by the supervisor, for Head Start staff
- Support Professional Improvement Plans (PIP) with applicable staff by providing training, etc. as requested by the supervisor.
- Complete and submit all required documentation and data entry, according to set time frames and expectations.
- Document all supervision, coaching and monitoring- with forms and/or by spreadsheet
- As requested by the Education Managers, assist in training staff, especially new staff as needed and document any training provided to staff.
- Review agency software reports on an ongoing basis- to include child assessment data.
- Participate in weekly Early Head Start/Head Start Leadership Meetings, or other required meetings as needed/scheduled.
- Cross train for all center positions and stand in as needed.
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Meet with Education Manager at least once a month
- Coordinate information, plans/schedules, concerns or successes with Education Manager and Education Coordinator- working closely together
- Work closely with other managers, staff and community agencies as need to ensure coordination of services needed for individual children and families
- Obtain and share knowledge of theories and techniques regarding Early Childhood development
- Work with all staff to meet the non-federal share (in-kind), helping them understand, generate and document in-kind contributions.
- Assist in implementing transition strategies and practices to support successful transitions for the children and families transitioning into Head Start and transitioning from Head Start.
- Participate in Family Team Support meetings as needed/requested.
- Assist center staff as needed in meeting enrollment goals and active recruiting plans.
- Assist in sites when short staffed, helping in any position, helping with data input, helping clean centers, helping with transportation needs, etc.
- Attend staff meetings when possible for the sites you assist at.
- Be available as a line of communication within the center.
- Ensure or enter daily attendance information as needed/requested in the database when regular staff are absent.
- Work in conjunction with the Education Manager assisting the center team to set up a developmentally appropriate classroom environment based on Head Start Program Performance Standards-and evaluate it using *The Creative Curriculum for Preschool* Fidelity Tool.
- Understand the Program Information Report (PIR) and review as directed by Education Manager.
- Review and help with Licensing Boards/Licensing Binders
- Assist, if needed, with completion of KDHE child care licensing paper work and that it is sent for review to the Education Manager at least 45 days prior to expiration of posted license.
- Assist as necessary in making sure necessary staff documents are on site and ready for review by local licensing surveyor at least 45 days prior to expiration of posted license
- Assist if needed to ensure the ASQ, ASQSE and speech screenings (DASE) of each child is completed and entered into the database within the first 45 days and teachers plan for the

developmental level of each child, and along with parents make appropriate referrals to the local Special Education Services and/or Mental health agency as needed.

- Participate in Individualized Education Plan (IEP) meetings, as needed/requested, for assigned children with special needs while taking the role of resource person and parent advocate.
- Assist if needed to ensure heights and weights are done with the children 3 times a year and entered into database.
- Audit children's files as needed or requested.
- Ability to work varied hours – for example – this position may need to be at a site at 7am which would mean you may have to leave your location at 6am... or if you are filling in for the Center Manager or Center Manager/Teacher – this position may need to stay at the site for a parent engagement activity. This position may not know their work hours from day to day.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public or community and/or public speaking.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Maintain a clean and safe work area- to include socialization, vehicle and office.
- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Support management decisions both in actions and words.
- Attend Head Start Family Engagement Activities as possible or requested.
- Promote staff self-care and wellness.
- Ability to work unconventional business hours.
- Other duties as assigned.

Knowledge and Experience:

Essential

- Ability to learn and adapt
- Resourceful and well organized
- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, scanners, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers

Desired

- Continue to develop your knowledge and skills of the curriculum utilized in the program
- Continue to develop professionally with knowledge and expertise with what are developmentally appropriate practices and activities with young children
- Continue to grow your knowledge of what resources in our community are available to help our children and families that we work with
- Promote staff team building activities.

Education and Qualifications:

Bachelor's Degree in Early Childhood Education preferred or related degree with at least 18 credit hours in Early Childhood Education required.

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire.

Center Director Approval Certificate from KDHE after hire.

Food Safety training after hire

CDL Commercial Driver's License upon hire

Physical Requirements/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit (adult and child size furniture) stand, walk and stoop, kneel or crouch;
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Regularly lift and/or move 50 plus pounds;
- Assist children with toileting and changing diapers
- Noise level is usually quiet to moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.