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| **Job Title:** | **Site Coordinator** |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **CC & EHS Centers Manager** |
| **Grade:** | **C** |
| **Supervises:** | **Primary Teacher and Center Family Services Specialist** |
| **FLSA Status:** | **Exempt** |
| **Prepared by:** | **Katherine Kwiatkowski** |
| **Date:** | **March 4, 2021** |
| **52 weeks/40 hours a week/ Full Time** | |
| **Purpose:** To support relational learning at EHS Centers to promote school readiness by enhancing the social and cognitive development of children through the provision of education, health, and nutritional, social, and other services to enrolled children and families. | |
| **Position Objectives:**   * Responsible for the general management of centers. * Develop, implement, monitor, and evaluate center policies and the program. * Monitor safety, nutrition services, and staff performance. * Hire new employees and ensure full staffing in the classrooms. * Train staff on job requirements and expectations. | |
| **Essential Functions:**  ***Eligibility Recruitment Selection Enrollment & Attendance***   * Team with appropriate Head Start staff to promote recruitment activities.   ***Education and Childhood Development Program Services***   * Promote the Head Start Child Development and Early Learning Framework, Family and Community Engagement Framework and Strengthening Families. * Monitor and support classroom staff in completion of GOLD documentation and assessment.   ***Health Program Services***   * Monitor documentation and train staff on requirements using the classroom What’s Due When chart, Monthly Folders, Child Plus Reports and the Site Coordinator/Primary Teacher and Center Assistants Recap form. * Train and monitor staff on the use of Active Supervision strategies. * Ensure staff follow the Mandated Child Abuse & Neglect Reporting Procedures. * Monitor documentation to ensure information regarding medical and allergy concerns are accurate and complete. * Monitor the Drill & Safety Check Log. * Promote and provide the integration of health/dental education for classroom staff. * Monitor USDA, State of Michigan Licensing Rules for Child Care Centers and Head Start nutrition food/safety requirements. * Communicate with vendors regarding food distribution for centers. * Complete the Safe Environment Checklist following Head Start and State of Michigan Licensing Rules for Child Care Center requirements. * Monitor the completion of Equipment Safety Checklist and Daily Indoor/Outdoor Inspection Log. * Partner with the Director of Operations to maintain a safe environment.   ***Family and Community Engagement Program Services***   * Oversight of staff responsibilities and expectations as a community partner and agency representative. * Engage in a process of collaborative partnership building with families to establish mutual trust, promote in-kind opportunities and participate in program activities. * Attend Policy Council as necessary. * Attend Family Engagement Activities as needed. * Monitor the Family Contact Tracking form.   ***Additional Services for Children with Disabilities***   * Collaborate with classroom staff, diagnostic professionals, and itinerants to ensure appropriate IFSP/IEP goal implementation and documentation.   ***Transition Services***   * Work with families and classroom staff to plan and individualize next steps in consideration of child’s development, temperament, and progress.   ***Human Resources Management***   * Participate in professional development opportunities. * Monitor the Michigan Early Childhood Care and Education Professional Development Record to ensure compliance with Head Start Staff Training Plan and State of Michigan Licensing Rules for Child Care Centers. * Provide supervision to staff that supports their professional development needs and assist in the planning and coordination of appropriate professional development. * Recap monthly with staff to monitor documentation requirements and provide purposeful, timely feedback.   ***Program Management and Quality Improvement***   * Maintain a monthly calendar that is accessible to staff. * Plan, prepare, and facilitate Center Team meetings * Use provided guidance and checklists regarding due dates and timelines. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. * Attend all required meetings and re-caps on time, prepared and ready to participate. * Assist the agency’s licensing liaison in maintaining and meeting the State of Michigan Licensing Rules for Child Care Center requirements. * Partner with management staff to develop policies and procedures, and up-date the Procedure Manual. * Partner with the Human Resources Manager, Support Staff and Policy Council Representatives to complete hiring activities. * Seek the expertise of Management Team members to assure the integration of services in each program option. * Utilize the Performance Standards, Head Start Act, related goals and objectives of the Program Plan. Communicate to staff the importance of meeting Performance Standard requirements through the implementation of the Program Plan. * Collaborate with Great Start to Quality Resource Center staff for Michigan Quality Rating and Improvement System (TQRIS) requirements.   ***Financial and Administrative Requirements***   * Monitor receipts and documentation including curriculum and food allotment receipts. * Authorize and process staff expenditures and expense reports in accordance with the Business Office. * Monitor in-kind documentation. * Approve appropriate materials and equipment requests received in accordance with administrative guidance.   ***Other Requirements***   * Perform other related duties as assigned by the supervisor. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * The ability to represent the agency professionally in service to families and the larger community. * Performs job duties in accordance with agency policies and procedures. | |
| **Minimum Education:**   * Preferred BA/BS degree in Early Childhood Education, Human Services Administration, or related field. Equivalent experience will be considered.   **Additional Qualifications Required:**   * Ability to meet the State of Michigan and Federal background check requirements. * Ability to meet the State of Michigan and Federal physical and TB examination requirements. | |
| **Minimum Experience:**   * Prior experience working with low income/at risk families. * Strong teamwork skills which balance team and individual responsibilities. * Experienced in working collaboratively with community members. | |
| **Essential Abilities:**   * A commitment to the NMCAA Head Start philosophy and mission. * Ability to maintain confidentiality. * Possess management skills that include written and verbal communication abilities, decision making, time and stress management and strong observation abilities. * Ability to interact positively with staff and parents in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. | |
| **Minimum Skills Required:**   * Effective written and verbal communication skills necessary to partner cooperatively with coworkers, families, other agencies, and health entities. * Basic computer skills with experience in internet access, web-based software, e-mail and working knowledge of office equipment. * Strong organizational skills with the ability to plan, organize, prioritize in order to work efficiently and effectively. * Willingness to seek further training and education. * Willingness to adhere to the NMCAA Head Start/GSRP Guidance Policy and implement positive behavior management techniques. * Be CLASS reliable within the first year of employment. | |
| **Minimum Physical Expectations:**  Physical activity that often involves or requires the following:   * Keyboarding, sitting, phone work and filing. * Extensive time working on a computer. * Car travel. * Lifting under 25 lbs. * Bending, stooping, reaching, climbing, kneeling and/or twisting. * Pushing and/or pulling over 25lbs. but not more than 50 lbs. | |
| **Minimum Environmental Expectations:**   * Possible exposure to blood and bodily fluids or tissues. * Possible exposure to communicable diseases. * Exposure to potential traffic dangers and varying weather conditions when conducting work related travel. | |