

## Job Description

**Title**            *Head Start Coordinator*

**Reports To**    *Education Coordinator*

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### Job Summary

The Head Start Coordinator is responsible for coordinating the Head Start program which supports “early child development strategies designed and controlled by Aboriginal people.....to provide opportunities for Aboriginal preschool children to develop a positive sense of themselves and a desire for learning, as well as give them opportunities to develop fully and successfully throughout their lives.” The Head Start Coordinator is an advocate for children and families in the community, and is responsible for the planning, organizing and delivery of the program, including supervising program staff and facilities and encouraging parental involvement.

### Duties and Responsibilities

#### Programs

1. Plans, delivers, manages and evaluates developmentally appropriate activities and experiences for students, developing daily schedules including indoor/outdoor, active/quiet, and individual/group activities
2. Develops an operational plan which incorporates goals and objectives aligned with the strategic direction, including program evaluation
3. Interacts with families in the community and identifies those families with children in need of social services
4. Makes recommendations, referrals, and provides direct services to parents, such as contacting and securing the resources required to meet the needs of children and families
5. Provides counselling services related to further educational goals and plans
6. Organizes activities for children which encourage participants to take the initiative to learn so that they can carry these behaviours forward with enthusiasm, and promote positive self-esteem
7. Assists parents by providing feedback on the child’s physical, social, emotional and intellectual progress
8. Provides encouragement, extra help, and support to aid students in their personal educational successes
9. Creates a safe and healthy environment where facilities are clean and well maintained
10. Recognizes achievements of participants and coordinates events celebrating successes
11. Provides support in establishing operational policies for the program
12. Plans and implements cultural education activities, involving the community to learn from elders for example
13. Maintains health records and administers First Aid and medication as required; observes and removes potential hazards; reports all incidents of child abuse to the supervisor
14. Develops a communication strategy for public awareness of programs and events

#### Administration

1. Ensures regular reporting to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
2. Assists in recruiting, screening, and enrolling children for the program
3. Provides support in organizing parent volunteers and parent groups, committees and special events
4. Maintains client files which outline client progress and any special needs
5. Participates in various community support, council and committee meetings
6. Establishes and maintains budget
7. Other duties as assigned or required

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

### Qualifications

#### Education:

- Early Childhood Education diploma
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**Competencies:**

The Head Start Coordinator should demonstrate competence in some or all of the following:

- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables visualizing needs for the future
- Adaptability – accepts change and guides team in implementing change after gaining full understanding of all factors impacting the decision
- Initiative - takes the initiative to identify new challenges or opportunities

**Skills and Abilities:**

- Must have strong administrative, organizational and communication skills
- Ability to relate well to children and parents; work as part of a team and promote positive staff relations; ability to successfully interact with a variety of personality types and promote positive staff relations
- Ability to self-regulate, meet deadlines, have attention to detail
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Special needs training for infants and toddlers
- Recognizes and respects all cultural diversity and has a knowledge of Aboriginal history, language, traditions, and culture

**Experience:**

- One to two years related experience

**Working Conditions**

- Travel to other related organization locations may be required
- Hold and maintain the preschool license through the Interior Health Authority and remain in good standing with the Community Care Licensing Facility Board.
- Non-standard hours of work
- Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1
- Receives moderate supervision with less frequent direction and review of the work performed

**Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence
- Must undergo tuberculosis test and proof of immunization

**Directly Supervises**

- Head Start Assistant, Language Teacher, other contractors as required

<p><b>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</b></p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p><b>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</b></p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>