**Five Sandoval Indian Pueblos, Inc.**

**Position Classification and Description**

**POSITION TITLE:** Education/Transition Coordinator

**CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** Head Start Program

**SUPERVISOR:** Director

**GRADE:** NE-8

**HOURS/SCHEDULE:** Monday-Friday, 8 hours a day, 8AM-5PM, plus monthly Head Start Policy Council and/or Parent Committee meetings required training and pre-service; 2080 hours(12 months)

**POSITION SUMMARY:**

Head Start Education/Transition Coordinator demonstrates competency to perform functions that include: responsibility for successfully administering the Head Start Education component by providing on –site training and professional development. Provide support in the areas of individualization for children in accordance with Head Start Performance Standards School Readiness Act. Review weekly lesson plans, monitor children’s assessment, provide assistance to teaching staff regarding reporting and lesson plan development. Provide information to Head Start staff and families related to early childhood education and program educational objectives. In conjunction with Head Start staff, develop activities in preparation for yearly transition into kindergarten. Provide teachers with guidance in classroom activities and evaluate children as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITES:**

* In conformance with Head Start Performance Standards, Education/Transition Coordinator is responsible for providing information and coordinating training to support teaching staff in creation a successful learning environment that promotes the social, emotional, physical and cognitive growth and development of Head Start children and families to integrate educational goals and developmentally appropriate practices including a culturally sensitive curriculum and classroom experiences that meet individual needs of students.
* Ensure approved developmental screenings and other screenings are completed for each child within the 45 days of child’s entry into Head Start services.
* Provide assistance with day-to-day classroom management; provide feedback to teaching staff, including cooks, and classroom volunteers. Work in a team setting with all staff to determine and meet individual needs of children.
* Participate in curriculum development and recommend necessary changes or adaptations in order to promote a developmentally appropriate and culturally-sensitive curriculum. Meet weekly with teaching staff regarding lesson plans and classroom management.
* Plan and provide a comprehensive program including implementation of Creative Curriculum and Head Start Performance Standards including an Individualized Plan (IEP).
* Ability to professionally supervise and mentor/coach teaching staff to ensure HSPS goals and objectives and policy and procedures are properly applied and interpreted.
* Report to work at scheduled times, shift to be determined by supervisor. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities. Maintain regular attendance.
* Writes and submits monthly reports on a timely manner. Ability to read, speak and write with proficiency in English language.
* Knowledge of traditional form of government and pueblo customs and traditions.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels including ability to demonstrate confidentiality, moral character, honesty, tact, fairness, lack of prejudice and a sincere desire to provide support and assistance to Head Start community.
* Ability to analyze task, define problem, collect data, adopt appropriate course of action and set and meet deadlines.
* Ability to interpret applicable federal, state, county, local and tribal laws, regulations, requirement ordinances and legislation.
* Develop and monitor individual staff training plans. Assess training needs and participate in planning in-service training s in conjunction with Head Start coordinating staff.
* Actively participate in staff meetings, case management meetings, and in-service trainings. Consult with appropriate service providers, consultants, and staff regarding child concerns.
* Provide guidance and support to teacher to enable at least two home visits and two parent/teacher conferences with each child’s family per year, according to program schedule, policies and procedures.
* Maintain regular and on-going written and oral communication with parents, co-workers and others in a professional manner and complete monthly reports including attendance, incident, lesson plans and others in a timely manner.
* Provide resources to staff regarding learning activities parents can do at home with their children to support the curriculum and individualization. Encourage parents to become involved in workshops, training, family fairs, Parent Committee Meetings, and other Head Start activities.
* Continue professional growth by participating in ongoing ECE education, training programs, and workshops/conferences, as budget allows.
* Perform other duties as assigned that are reasonably within the scope of duties listed above.
* Demonstrate resources to provide staff with adequate training required annually.
* Must be able to cross trained in all areas in the event staff member is unable to attend.

**QUALIFICATIONS**

1. Must have successfully completed the 45-Hour class or be able to complete within 90 days of employment.
2. Baccalaureate or advanced degree in early childhood education; or a Baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, plus 3 years experience in early childhood education and/or instructional support.

Individuals must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, ABILITIES, SKILLS AND CERTIFICATION:**

**PHYSICAL AND MENTAL REQUIREMENTS:** Conflict resolution skills, assertive, able to form alliances and partnerships with staff and public. A strong desire to succeed, patient, kind, creative, resourceful and strong problem resolution skills. Demonstrated ability to work in team environment. Excellent planning, written verbal communication and organizational skills. Possess supervisory skills to manage multiple tasks and organizational skills to foster team building through encouragement, shared decision-making including programs in other Native American communities.

**LICENSING/CERTIFICATION REQUIREMENTS:** Valid Driver’s License and be insurable through FSIP, Inc. insurance carrier. Maintain or must obtain within 90 days of employment: current CPR/First Aid certification and Food Handler’s card and negative TB screening. Must pass criminal background check. Must pass current physical exam. Must be willing to work toward a Commercial Driver’s License (CDL).

**ABILITY TO OPERATE EQUIPMENT/TOOLS:** Computer literate in Microsoft Word and Excel and responsible use of the Internet. Knowledge of operation of typical office equipment, such as phone system, copier and fax machine and classroom tools.

Mus be able to operate FSIP Head Start school bus, if needed.

**APPROVAL:**

Head Start Administrator Date

Policy Council Chair Date

Human Resources Director Date

Executive Director Date

Rev 9 2019