

Job Details

Position: Center Education Coordinator
Department: Head Start
Salary: \$48,809-\$61,021 Annually
Schedule: M-F, 40 Hours/Week
Seasonal 9-10 Months/Yr

Benefits:

Community Action offers excellent benefits including generous paid time off (PTO), paid holidays, health, dental & life insurance, retirement, employee discount programs and more.

Background Checks:

CAPRW conducts criminal background checks at the time of hire. Some positions require additional fingerprint and photo verification. Not all backgrounds are a barrier to employment.

Posting Dates: 11/14/18-11/28/18

To Apply

Complete our online application at:



Community Action
www.capr.org

OR

Visit our Facebook page at:



www.facebook.com/capr
and click on "Careers"

Our Location

Community Action
Human Resources
450 Syndicate St N, Suite 35
St. Paul, MN 55104

Our Mission

The mission of Community Action is to mobilize community resources to reduce poverty and its impact on people in Ramsey and Washington Counties.

Community Action is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance.

Job Vacancy Notice Center Education Coordinator



Community Action

Job Summary:

Under the direction of the Head Start Assistant Director, this management position is responsible for implementation of effective services to children and families. Duties include total responsibility for Center operations, the implementation of Head Start policies and procedures, and the programmatic connection with parents, staff, and internal/external collaborative partners. This position may require teaching in the classroom and/or substituting in the role of any open position.

Essential Functions (Not All Inclusive):

- Responsible for the direct supervision of center staff, and facilitating internal and external collaborative partners' involvement to ensure classrooms and center are functioning in accordance with Minnesota Department of Human Services Division of Licensing (Rule 3-Regulations and Guidelines), Head Start Performance Standards, and the Child and Adult Care Food Program guidelines (CACFP).
- Responsible for the day-to-day center operations. Duties include establishing and implementing operating policies and procedures to ensure compliance with all state, federal and program regulations and requirements.
- Mentor, coach and provide directions related to work expectations for assigned staff. Manage work schedules to ensure proper ratios are maintained in the classroom and on buses. Approve requests for time off and reallocate staff as needed.
- Develop and conduct new employee orientation and ensure new staff are provided with comprehensive training that meets Head Start requirements.
- Responsible for appropriate behavior guidance and mandated reporting training and compliance. Ensure that all necessary documentation and reporting requirements are met.
- Assist in ensuring all health, nutrition, and safety practices are followed according to state licensing and Head Start Performance Standards including, but not limited to: immunizations, physicals, notice of sick children, administration of medicine, sanitation practices, meals and snacks, prescribed diet and food allergies.
- Communicate parent participation opportunities such as classroom assistance, center events, parent workshops, community events, Head Start Policy Council and parent committees.
- Ensure the full implementation of approved curricula through direct service by monitoring lesson plans which include goals to achieve measurable outcomes in each curriculum area and Individual Learning Plans (ILP). Monitor child observations and documentation, screening/assessments, and support of ILPs and Individual Education Plans (IEP).
- Accompany staff on Home Visit and Parent Conferences to provide support and technical assistance.

Qualifications:

- Bachelor's degree in Early Childhood Education or related field with coursework equivalent to a major relating to Early Childhood Education.
- Two years of experience teaching in an early childhood setting required.
- Previous Head Start experience preferred.
- Two years supervisory experience required. One year of supervisory experience may be substituted with:
 - 10 years of experience teaching in a Head Start classroomOR
 - 5 years of demonstrated experience of increasing responsibility in a Head Start Program
- Knowledge of Developmentally Appropriate Practices (DAP), Dual Language Learners, MN Early Learning Standards, Head Start Performance Standards, Rule 3 requirements, CLASS tool, TS Gold Assessment Tool, MN accepted screening tools and knowledge of child development.
- Must obtain CPR/First Aid Certification within 90 days of hire; must maintain certifications.
- Must obtain and maintain Classroom Assessment Scoring System (CLASS) Reliability Certification
- Must be culturally competent and proven ability to work effectively and respectfully with varied socio-economic and culturally and linguistically diverse groups and/or individuals.
- Must be able to lift 50 pounds and physically capable of reacting to the demands of active 3-5 year olds.
- Must be able to successfully pass pre-placement Head Start physical exam.
- Must have a valid driver's license and reliable transportation.
- Proficiency in Microsoft Office Suite, Google Docs and Gmail strongly preferred.