

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

COORDINATOR OF HEAD START

POSITION: Coordinator of Head Start **(Grant Funded Position)**

REPORTS TO: Executive Director of Supplemental School Programs

LOCATION: Various Sites

NATURE OF WORK:

The Coordinator is responsible for the performance and the results of the St. Mary's County Head Start Program.

ESSENTIAL FUNCTIONS:

Working collaboratively with the Head Policy Council and community partners, develop and achieve yearly goals and milestones for the St. Mary's County Head Start Program, and complete grant application, design, and implement data collection system.

DUTIES AND RESPONSIBILITIES:

- Coordinate all program activities for the Head Start Program;
- Design and implement data collection. Compile and submit required reports (including federal and state required reporting);
- Achieve and maintain required program accreditation/validation;
- Develop strategies for increasing program visibility and expansion, enrollment strategies, including recruitment of new partners. Coordinate all issues affecting the program and its partners;
- Develop and lead monthly Steering Committee meeting agendas, handouts, etc. Develop and distribute meeting minutes;
- Attend Head Start meetings. Attend tri-county planning meetings, including Southern Maryland Child Care Resource Center;
- Plan and facilitate Interagency Steering Committee meetings. Serve on the Early Childhood Team of the Local Management Board of St. Mary's County;
- Make presentations about the Head Start Program for organizations, agencies, and conferences;
- Conduct and coordinate the development and distribution of: surveys for agency partners, day child care providers, parents, Head Start staff, marketing materials, medical packets, and permissions;
- Provide fiscal oversight and accountability for the purchase and coordination of services, supplies, and materials for offices, classrooms, activities and events;
- Develop and distribute parent newsletters;
- Obtain and distribute brochures of interest to parents, i.e. child care, health issues, developmental stages, etc.;
- Develop and execute transition plans for children moving from one school year to the next;
- Hold weekly staff meetings to ensure component compliance monitoring with partners;
- Hold case management meetings on a biweekly schedule to review and monitor data collection, and documentation of activities;
- Develop evaluation information for federal and state monitoring of grant funds and program goals;
- Work collaboratively with staff to develop and implement academic, nutrition, and health programs to meet the needs of children enrolled in the program in preparation for school entrance;

- Coordinate professional development opportunities for staff and training opportunities for families; and
- Other duties as assigned.

QUALIFICATIONS:

- Possess an Advanced Professional Certificate;
- Possess Administrator I and/or Administrator II certification;
- Possess Master's Degree with experience in Early Childhood Education or a related field.
- Certification in administration and supervision;
- Demonstrated knowledge of early childhood development and appropriate curriculum for children birth through age five;
- Minimum of five years of experience in teaching young children and/or parent training;
- Experience and effective management in coordinating services and collaborating with multiple agencies and service providers;
- Evidence of staff development experience and skill;
- Demonstrated ability to relate positively to colleagues, children, and families, work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Experience in coordinating/managing early childhood program and ability to plan, organize, prioritize, and coordinate the work of others;
- Demonstrate effective communication skills, both orally and in writing;
- Thorough working knowledge of current technology to include critical programs, data base, record keeping, office equipment, and software; and
- Ability to maintain sensitive and confidential records, and prepare reports from such records.

TERM OF EMPLOYMENT:

This is a grant funded position. Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA