



COORDINATOR – HEAD START

SUMMARY/SCOPE/GOAL

Provide administrative direction for all components of the Head Start program following district, state, and federal guidelines; plan, organize, and coordinate activities of a federal grant program to include leadership oversight of the program budget, implementation, and administration.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited educational institution.
- Minimum of three (3) years' successful teaching experience in an educational setting.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certified in Educational Leadership, Administration and Supervision, or Administration by the State of Florida.
- Florida Teacher Certification, Early Childhood Education preferred.
- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan, develop, and coordinate all aspects of the Head Start program following district, state, and federal regulations.
2. Ensure all requirements specified by the grant priorities are effectively monitored and accomplished utilizing discretion and sound judgment.
3. Coordinate with district departments and community agencies to provide medical, dental, mental health, and nutrition services for Head Start child health and safety.
4. Manage eligibility, recruitment, and enrollment requirements for Head Start.
5. Prepare and administer the budget for Head Start.
6. Work with the Early Learning Coalition of Brevard and other community agencies to advocate and support school readiness.
7. Implement developmentally appropriate, standards-based curriculum aligned with district, state, and federal learning goals to ensure a high-quality early learning program for Head Start.
8. Monitor and interpret assessment data to improve student learning and outcomes.
9. Coordinate and monitor program evaluations to ensure high quality early learning environments.
10. Work collaboratively with families and community agencies for the establishment and procedures of the Policy Council and Parent Committees; enhance parental awareness, access, and involvement.

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11. Delivery, modify, and integrate instructional and administrative technology appropriate to the unique needs of at-risk students.
12. Conduct in-services and trainings for district and school-based personnel related to policies, procedures, best practices, curriculum, data input, collection and analysis.
13. Plan and administer Head Start initiatives under the direct of the Director of Early Childhood Education and Title I for all program activities and updates.
14. Enhance learner outcomes through the direct support of the delivery of high quality curriculum and professional development.
15. Collaborate with staff to develop district protocol for the implementation of a variety of Head Start monitoring and data collection tools.
16. Supervise and evaluate instructional staff, including resource teachers and program specialists.
17. Utilize technology to effectively manage and share data and information.
18. Travel to locations within and outside of the county as necessary to perform job responsibilities.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of federal rules and guidelines pertaining to federal projects, state projects, and school board rules and regulations. Ability to communicate effectively with all levels of school, district, state, and federal personnel. Extensive knowledge of early childhood development and developmentally appropriate best practices; ability to plan, implement, and evaluate program components for Head Start; ability to monitor and interpret assessment data to improve student outcomes; ability to coordinate with community agencies; ability to work with other district departments and schools to coordinate Head Start programs; ability to engage families of preschool children in the educational process; considerable knowledge of finance procedures; ability to prepare and maintain budget controls; demonstrate effective written and oral communication skills; ability to supervise, manage, and evaluate staff.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(H) HEAVY WORK

Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Elementary Leading and Learning
TITLE CODE:	C2128	CONTENT BY:	Director, Early Childhood and Title I
GRADE:	24	COMPENSATION:	Rick Morton
UNIT:	NB (Exempt)	LABOR RELATIONS:	Jim Hickey
LAST BOARD APVD:	4/14/15	CLASSIFICATION:	Debra Pace

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/3/12	Developed	Director, Early Childhood & Title I
1.1	12/11/12	Revised	
1.2	2/27/15	Revised	
1.3	12/1/2020	New Format	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.