

## Education Coordinator

**REPORTS TO:** Deputy CEO (PHS)/EHS Program Manager (EHS)

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Plan, develop, and implement Education content area. Monitor, analyze, and provide feedback concerning content systems. Develop and implement appropriate training and technical assistance. Establish and maintain effective recordkeeping systems. Participate as a team member and in community networking. Conduct self in a professional manner. Develop and manage content contracts, collaborations, and memorandums of understanding as needed.

### **Essential Functions:**

The Education Coordinator will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Education Coordinator responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Education Coordinator will demonstrate competency to perform essential functions that include:

1. Plans & assures quality program policy and procedures are provided and meet all current trends regarding researched based practices as well as compliance with all local, state and federal regulations.
2. Maintains ECE expertise and disseminates such knowledge by providing ongoing quality assistance to staff.
3. Develops and disseminates resources and best practices for the process of implementing quality improvement efforts.
4. Establish recordkeeping and monitoring systems to assure program quality.
5. Promotes continuous quality improvement and quality assurance efforts for the agency.
6. Facilitates peer-to-peer learning both one-on-one or group settings in joint process of capacity-building strategies.
7. Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills. Provide guidance to staff in building skills and competence.
8. Supports the professional development of staff by delivering coaching and technical assistance.
9. Participates in site visits, classrooms observations, and work groups to assess program needs and planning strategies for system and process improvement.
10. Develop, analyze and monitor Education budget.
11. Communicate effectively with co-workers and community members. Attend and/or facilitate meetings to meet content needs.
12. Promote consistent exchange of information by communicating in a professional manner through verbal and written means while maintaining confidentiality at all times.

### **Minimum Requirements:**

- Bachelor's Degree in Early Care and Education, Elementary Education or closely related field. Master's degree preferred. All education must be from an accredited institution.
- Two years directing committees and workgroups, and grant/proposal writing.
- Three to Five years in a licensed facility, and Five years providing T/TA and consultation services to preschool programs.
- Four years; adult supervision, working with low income, culturally and linguistically diverse families.
- Advanced computer skills in Excel, Power Point, Word, Access, internet and email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

- Knowledge of; Head Start Procedure Standards, ECSE, and ADE regulations required.
- Possess excellent oral (to include public speaking) and written communications required.
- Knowledge of Child Development Associate (CDA) credentialing process, NAEYC accreditation, Head Start Procedure Standards, Head Start Early Learning Framework and CLASS required.
- Excellent oral and written communication skills required.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date