



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 090-19

OPENING DATE: 05/13/2019

CLOSING DATE: Open Until Filled

POSTED: WITHIN

POSITION: Education Coordinator
PAY GRADE: E5 (\$18.11/hr. to \$22.19/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Head Start/Early Head Start/Child Care
REPORTS TO: Executive Director Head Start
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Coordinates the implementation of the education program for Head Start, Early Head Start and Child Care; supervises the implementation of planned activities; oversees and trains the teaching staff; evaluates early childhood development and parent involvement programs.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Supervises all teachers and teacher assistants with the assistance of the Executive Director.
- Develops and/or revises, the annual Education Service Plan to achieve educational objectives and to meet Head Start performance standards.
- Develops and/or revised, the annual service plan to achieve objectives and to meet Head Start Performance Standards.
- Provides technical assistance and training to teaching staff to ensure educational goals and objectives are monitored and achieved.
- Assists teachers in identifying needs for classroom supplies, equipment and instructional materials.
- Monitors teacher lesson plans and classroom assessment to measure progress of children.
- Meets regularly with other coordinators/case managers to share information and coordinate efforts to implement performance standards.
- Attends Individual Family Service Plan (IFSP) meetings as needed.
- Works collaboratively with all early childhood programs and service providers.
- Assists with the Policy Council and services as a resource.

- Develops and implements an annual written plan for parent involvement/family partnerships that crosses all program components.
- Participates in regular job performance assessments, including development and implementation of individual professional development plan.
- Keeps other staff apprised of parent issues.
- Plans with and assists teaching staff in implementing parent involvement in the education program.
- Oversees the recruitment, training, and scheduling of parent volunteers.
- If working in Early Head Start or Child Care prepares, presents, and/or coordinates training programs to develop and improve competencies for parents and staff and to ensure proficiency in the area of parent involvement.
- Maintains a calendar of monthly activities and projects.
- Maintains communication between program staff and parents through newsletters, correspondence and other means.
- Provides monthly reports on training, referrals, concerns and general progress to the Director, Board of Education or other entities as requested.
- Complies with all program, pueblo, state and federal rules, regulations, policies, and procedures.
- Performs initial income eligibility verification and six month re-certifications for Child Care Program.
- Accepts and tracks child care co-payments and performs associated banking and notification functions.
- Monitors, maintains and analyzes student academic progress data to ensure students are meeting Head Start Student Outcomes.
- Ensures confidential maintenance of all participant files, including data regarding each child's assessments, educational programs, and progress.
- Observes teachers in the classroom to ensure that sound educational practices are occurring daily; provides guidance, recommendations, and feedback.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Collaborates with Head Start Coordinators.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises staff in the implementation of planned activities in accordance with the Head Start, Early Head Start, and Child Care strategic plan and Performance Standards.
- Supervises personnel, including recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Early Childhood, Education or related field.
- Two years of years of education experience working with young children and parents.

- Two year's experience in a supervisory capacity.
- Master's Degree preferred.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of the theories and principles of child growth and development, early childhood education, and family support.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of preschool curriculum development.
- Knowledge of early childhood learning methods.
- Knowledge of Head Start Performance Standards.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in making effective decisions in emergency situations.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to work independently and effectively manage time, set priorities and meet deadlines with many interruptions.
- Ability to exhibit emotional maturity, good judgment and high standards.
- Ability to communicate efficiently and effectively both verbally and in writing and make effective presentations.
- Ability to independently undertake tasks requiring the exercise of discretion and the use of skills to comply with federal and state regulations and program standards.
- Ability to assume responsibility and provide leadership in an emergency or crisis situation.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish effective working relationships with staff, parents, and other agencies and community partners.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- Ability to respect the dignity of each family, culture, customs and beliefs.

- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Sits for up to 6 hours per day.
- Talk, hear, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Work is performed in a childcare center with high noise level.
- Exposure to unpleasant odors and infectious disease.
- Travel is required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.