



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 074-22**

**OPENING DATE: 04/28/2022**

**CLOSING DATE: 05/08/2022**

**POSTED: IN/OUT**

**POSITION:** Education Coordinator II  
**PAY GRADE:** E5 (\$19.93/hr. - \$28.89/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant/POI Funded  
**DEPARTMENT:** Head Start  
**REPORTS TO:** Executive Director, Head Start  
**BACKGROUND LEVEL:** Child/Elder

**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 assistance 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.
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- 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 & parent Committee 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:**

- Master's Degree in Early Childhood, Education or related field.
- Three years of experience working with young children and parents.
- Three years' experience in a supervisory capacity.
- 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**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 50 lbs.

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