



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), McMINNVILLE, OR 97128
JOB DESCRIPTION

Revision Date: 04/28/2017	Position Number: HSYC 17-04 PDC	FLSA Status: Non-Exempt
Position Title: Professional Development Coordinator	Pay / Category: TBD, 10 mo, FT with benefits	
Reports to [Job Title & Division/Department]: Executive Director	Positions Supervised: None	

GENERAL DESCRIPTION:

This position will provide on-site coaching for staff using a Practice Based Coaching (PBC) Model(s) in accordance with Federal Head Start Performance Standards and local, state and/or agency policies and procedures. Will conduct classroom observations; analyze child outcomes data and provide coaching/mentoring for staff to improve interactions and child outcomes towards school readiness. During summer months, participate in planning and hiring procedures for the following year. This position works 10 months of the year (off for the summer during summer break).

ESSENTIAL JOB DUTIES:

1. Provide coaching, modeling, instruction and/or training to staff.
2. Implement approved curricula by assisting and supporting staff with plans that include goals to achieve measureable outcomes in each curriculum area.
3. Assess classroom environments for an impact on a child's behavior and development including the use of space and arrangement of equipment, developmentally and culturally appropriate lesson plans, activities and materials and the communication and interactions with children.
4. Work with all Component Coordinators (Education, Specialized Services, Transportation, Health, Family Services and Early Head Start) to ensure program services are holistically meeting the needs of participants, according to program requirements.
5. Ensure the use of Agency adopted curriculum, assessments, materials and strategies.
6. Monitor, analyze, and report on classroom and education component activities, data and statistics, and program information (assessments, staff and parent concerns, classrooms and socializations, child outcomes, community partnerships, and staff growth and development.)
7. Coach staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment.

8. Develop and encourage relationships (staff-parent, parent-child) based on strengths, respect, and trust.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Bachelor degree in Early Childhood Education (or related field with equivalent training and experience).
2. Minimum of 5 years teaching experience with primary responsibility for children ages 3 to 6 in a center-based setting.

MINIMUM QUALIFICATIONS:

1. Knowledge of:
 - a. Teaching Strategies GOLD with the ability to train, guide and coach others.
 - b. the Practice Based Coaching Model with the ability to coach, reflect and create action plans.
 - c. and able to use positive guidance techniques (PBIS) with children, families and staff.
 - d. Creative Curriculum.
 - e. theories and practices of Early Childhood Education and Development.
 - f. adult learning styles and strategies for support.
 - g. developmentally appropriate practices.
2. Experience with or in:
 - a. Designing and delivering staff trainings.
 - b. Reflective Supervision (preferred).
 - c. working with staff and families with diverse backgrounds.
 - d. working with at-risk, rural families (preferred).
3. Intermediate to advanced computer skills, including internet, e-mail, excel, word and data base systems.

LEADERSHIP SKILLS / POSITION DETAILS:

1. Strong time management skills with the ability to prioritize and be flexible to meet deadlines.
2. Significant decision making and problem solving skills in all areas of job responsibility.
3. Ability to:
 - a. interpret and implement complex policies and regulations.
 - b. work independently and maintain professional boundaries.
 - c. maintain confidentiality and exercise sound judgement.
 - d. handle stressful and sensitive situations, professionally.
 - e. exercise tact and discretion in all employee interactions.
4. Work in collaboration with Teacher Child Interactive Training (TCIT) Coach to ensure that all coaching strategies align.

5. Participate in the hiring and orientation process for all new hire teaching staff.
6. Participate as a HSYC Leadership and Coordinator Team member by:
 - a. collaborating to develop plans for pre-service training and in-service trainings.
 - b. attending all required meetings and trainings.
 - c. interacting with members of the Board of Directors and Policy Council.
7. Participate in a minimum of 15 clock hours of professional development, per year.
8. Advocates for Head Start by:
 - a. fostering an understanding of Head Start and HSYC (mission, vision, goals, and objectives).
 - b. working with local agencies to provide service to children and families.
 - c. professionally represent HSYC to outside organizations and the public.
9. Maintains professional and technical knowledge and practices by:
 - a. attending educational and training workshops and seminars.
 - b. establishing personal networks.
 - c. implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies.
 - d. remaining current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant and Toddler Development program service areas.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively, compassionately while maintaining confidentiality.
2. Ability to read, speak and write with proficiency in the English language.
3. Bilingual, English/Spanish is preferred.
4. Ability to use various types of equipment to communicate, such as email, fax, and telephone.
5. Ability to participate in effective conflict resolution practices.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal Background Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources training.

5. Obtain the Food Handler's certification (remain certified, throughout employment) and the Introduction to Child Care Health and Safety Certificate – within 30 days of hire.
6. Obtain the CPR/1st Aid Certification (remain certified throughout employment) and the Recognizing and Reporting Child Abuse and Neglect Certification – within 90 days of hire.
7. Current registration in the Oregon Registry Online (O.R.O.).

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform this job. While performing the duties of this job, the employee is frequently required to:

1. remain in a stationary position, on the floor, in a chair (child & adult) or standing for long periods of time.
2. run after a child or ensure safety.
3. move his/her body, as needed.
4. lift up to 80 pounds with assistance.

MENTAL DEMANDS:

This position requires:

1. mental alertness.
2. the ability to anticipate possible crisis situations and deal with them effectively.
3. the ability to use good judgement when working with staff and at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform this job. While performing the duties of this job, the employee may encounter:

1. exposure to outside weather conditions (including driving).
2. exposure to indoor environments.

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start's enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.