YUROK TRIBE-JOB DESCRIPTION
Education Coordinator-Head Start

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<th>Job Title:</th>
<th>Education Coordinator</th>
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<td>Department</td>
<td>Education</td>
<td>Program Area</td>
<td>Head Start Child Care</td>
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<td>Reports To:</td>
<td>Head Start Director (Administrator)</td>
<td>FLSA Status</td>
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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range**: $21.23-$27.72

**POSITION SUMMARY:**

The Education Coordinator is under the supervision of the Head Start Director and is responsible for work involving all aspects of curriculum development, Head Start Performance Standards and classroom implementation of the Early Learning Outcomes Frameworks in the Head Start, Early Head Start and Child Care Classrooms. The Education Coordinator will be the backup Site Supervisor for the licensed center and as such will have the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children’s health and safety in the absence of the permanent site supervisor. In addition, the Education Coordinator will oversee and ensure compliance with Head Start Federal Performance Standard Subparts C (302.30-1302.36), F (1302.30-1302.63) & G (1302.70-1302.72) at all sites. This position, as needed may perform the duties of the classroom teacher to assure teacher-child ratio.

**DUTIES AND RESPONSIBILITIES:**

1. Keep Site Supervisor informed so they can assist in implementation and support with classrooms.
2. Attend Yurok Language Community classes when classes are available.
3. Assist in the preparation of HS program reports, records and grant applications.
4. Responsible for setting up and ensuring that teachers complete developmental screenings and follow-up is completed in a timely manner including as: DRDP, ASQ:3, ASQ:SE and ChildPlus entries/data is kept up-to-date
6. Insure teachers maintain weekly written observations on children.
7. Assist with providing a culturally rich classroom environment.
8. Responsible for working with parents, Teachers and Coordinators in planning, organizing and implementing curriculum appropriate for child, families and staff in the Head Start setting.
9. Must have the ability to work with HS teaching staff to plan, organize and implement program activities for the Yurok Tribe Early Education Sites.
10. Work with site supervisors and management staff to give feedback on staff evaluations
11. Serve as a curriculum resource person/liaison for all sites.
12. Able to work effectively with Yurok language staff, coordinators, teaching staff, Parents/Guardians and elders.

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13. Responsible to oversee 45 day deadlines for developmental screenings and insure 90 day follow-ups are conducted as necessary. Train staff on how to enter/track data on the ASQ and DRDPs websites and in CP
14. Responsible for Child Outcomes and assisting teachers to insure that the 11 domain areas are represented in the classroom environment and set-up
15. Responsible for overseeing children’s individual Education Plans are completed in a timely manner. Attend IEP/IFSP meetings for children and keep classroom teachers and FSC informed of what plan is and how that will look in classroom.
16. Train and Support Staff at the site level to integrate culturally and linguistically appropriate activities into the curriculum. Keep Site Supervisor informed so they can assist in implementation and support with classrooms staff
17. Take a lead role in helping parents to: understand the development of their children; grow their parenting skills; ensure their child’s safety; and become more involved in their child’s education. Keep FSC informed so they can assist in implementation and support
18. Regularly observe and assess children and families in relation to developmentally and culturally appropriate norms and standards. Communicate those observations and their indications of strengths and possible concerns to families and appropriate staff including management, teaching staff, FSC & Site Supervisor.
19. Ensure that children’s site files are monitored and comply with licensing requirements.
20. Conduct classroom observations, documenting the overall picture of classroom management including: the environment, staff-child interactions, class routines, children’s activities, as well as health and safety. Keep Site Supervisor informed so they can assist in implementation and support with classrooms staff
21. Provide feedback to classroom staff.
22. In collaboration with the classroom staff and site supervisor, develop an action plan to improve the quality of the classroom environment, staff child interactions, staff routines, children’s activities and engagement in the activities, as well as health and safety.
23. Provide follow-up dialogue and/or observations to validate staff progress, monitor the actions plan’s effectiveness and make changes, and provide mentoring or training as needed.
24. Work in collaboration with Coordinators to ensure there is an inclusive environment for children with special needs.
25. Developing curriculum with teachers for and implementing structured curriculum in classrooms as well as curriculum based activities for children.
26. Assists all Head Start teachers to become proficient as teachers by providing appropriate support, feedback, and modeling of lessons to teachers.
27. Assist Head Start staff to implement activities, lessons and parent engagement activities which prepares the children for Kindergarten and public school.

**SUPERVISORY RESPONSIBILITIES:**

This position may supervise Classroom Teaching Staff in the absence of the permanent Site Supervisor. The Education Coordinator will collaborate with Assistant Head Start Director in supervision of staff.
MINIMUM QUALIFICATIONS:

- Successful experience working with tribal entities, education resources, and language resources
- Possess effective interpersonal and leadership skills
- Possess well-developed organizational skills
- Possess well-developed verbal and written communication skills and abilities
- Ability to create tracking systems using Excel or other computer software
- Knowledge of history, culture and traditions of northwestern Native American tribes, particularly the Yurok Tribe.
- Experience in supervision of staff
- Intermediate to advanced knowledge and experience in using computers
- Knowledge of community Care Licensing Regulations, Head Start Performance Standards and Child Care Requirements and Standards

EDUCATION/EXPERIENCE:

- A baccalaureate or advanced degree in early childhood education; or
- A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
- Must have or be able obtain one of the ECE 12 or 13 classes and an adult supervision class that meets Community Care Licensing requirements

Equivalent combinations of education and experience such as a Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing may be considered for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
5. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire.
6. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations the must be completed within six months of hire.

7. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.

8. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.

9. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)

10. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.

11. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.

12. This position will collaborate with the Yurok Tribe Child Care Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio’s and attending joint trainings.

13. All reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.


15. Must abide by HS staff Standards of Conduct including maintaining strict confidentiality of child and family records.

16. Must have a valid state issued driver’s license (CA or OR) and be insurable through the Tribe’s insurance agency.

17. This position may be required to work full year full day.

18. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.

19. Must be able to pass a basic Yurok Tribe Language test that meets the Yurok Language preschool frameworks.

20. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
21. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

22. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

23. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ________________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures – personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

______________________________  ____________________________  ____________
Employee Signature             Date                          Employee #

______________________________  ____________________________
Supervisor Signature            Date