

**South Central Child Development, Inc.**  
**401 Walnut Ave. SW**  
**Wagner, SD 57380**  
**Job Description**

**JOB TITLE:** \_\_\_\_\_ Area Manager/Coordinator  
**REPORTS TO:** \_\_\_\_\_ Head Start Director  
**COORDINATES WITH:** \_\_\_\_\_ All Area Managers/Coordinators  
**EVALUATION PERIOD:** \_\_\_\_\_ 90 Days  
**SELF-TERMINATION NOTICE REQUIRED:** \_\_\_\_\_ 30 Days

**MAJOR DUTIES:**

*(Parent Involvement - Social Services - Transition Services – Federal Initiatives)*

- Coordinate the involvement of parents (Mothers & Fathers) in all components and ensure compliance with the Performance Standards and federally mandated initiatives.
- Encourage parents to become actively involved in local parent committees, Policy Council and state level organizations.
- Organize the parent committees and facilitate at parent meetings (election of officers, Policy Council Representatives and Alternates and officer training, parent's rights and responsibilities).
- Distribute information regarding project-wide activities, goals, child development, health, mental health, nutrition, parent involvement, family services and disabilities.
- Assist in the development of and implementation of all management plans and required program planning.
- Provide pre-service and in-service training to all staff covering major component of responsibility.
- Refer parents to and/or conduct parent education sessions in assigned management area (parenting classes, (such as common sense parenting) , etc.).
- Assist parents with all program related travel.
- Responsible for volunteer activities and monitoring in kind contributions in assigned management area.
- Assist in the development and make available (distribute) a resource directory of public and private services agencies for staff and parents.
- Responsible for attendance of local interagency councils, Child Protection Teams, Literacy Councils and maintaining a working relationship with schools, state, and private service agencies (local and state).
- Responsible for abuse and neglect reporting (initial and follow-up) - to be coordinated with Social Services Coordinator.
- Responsible for recruitment activities of area assigned, day-to-day monitoring of attendance and timely follow-up of absences.
- Responsible for Family Service Assessments and Family Partnership Agreements for area assigned.
- Responsible for transition planning, on going transition and service delivery and the timely transfer of records from Head Start staff to families during the program year.
- Responsible for assurance of implementing any special federal program mandates (ie: Fatherhood, Youth Involvement, etc.)

***(Education)***

- Supervision of assigned personnel to include regular staff meetings.
- Responsible for the coordination of the employment and termination of personnel of assigned supervision.
- Responsible for the evaluation of all personnel assigned and any needed corrective action.
- Review lesson plans and revise as needed.
- Provide supervised personnel with needed materials and information. (Coordinate supply purchases with the Education and Health Coordinators)
- Provide for parent participation in curriculum planning and implementation of child goals.
- Provide supervised personnel with the guidance to observe/document child outcomes.
- Responsible for the completion of any federally mandated assessments or testing.
- Responsible for completing Prescribed Classroom Assessments in coordination with staff evaluations.

***(Health/Safety)***

- Provide for the timely and proper documentation of the following screenings for each child: growth assessment (age, height, weight, fall and spring), vision, hearing, lead, hematocrit or hemoglobin test and tuberculin testing where required by state law.
- Provide for the timely coordination of and documentation of physical and dental examinations, coordinated with the Health Coordinator.
- Provide needed guidance/orientation for any health volunteers in assigned service area.
- Provide parents with information on the health status of their child through the direction of the Health Coordinator. Encourage parents to become involved in the health care of their child.
- Provide staff supervised with health status of children who are under medical/dental care.
- Provide and distribute first aid kits and fire extinguishers for program autos and centers/ socializations sites.

***(Disabilities)***

- Assist in the planning of individual curriculum for special needs children under direction of Disabilities Coordinator or Education Cooperative/Local District Student Service Director (Individualized Curriculum to meet the needs of each child).
- Perform developmental assessments on children within forty-five (45) days of enrollment. Assist with the identification of disabilities children and the coordination of services with Disabilities Coordinator or Education Cooperative/ Local District Student Services Director.
- Act as a liaison between the Program and Community Agencies that provide services to children with disabilities.
- Maintain a working relationship with schools and multi-district Education Cooperatives.
- Assist families in the identification of and referral to appropriate resource agencies.
- Assist staff in providing information to the parents concerning children's rights to education and PL94-142 and act as the advocate for parents.

- Provide guidance and support assistance to parents, staff and volunteers on disabilities related issues.

***(Mental Health)***

- Assist families with identified mental health needs through the proper referral to appropriate resource agencies (**Consult Mental Health Coordinator**).
- Act as a liaison between the Program and Agencies that provide services to children and families with mental health needs (Such as mental health centers) (**Consult Mental Health Coordinator**).
- Complete with families the mental health “Ages & Stages”

***(Nutrition)***

- Coordinate timely child nutrition assessments (Dietary Habits).
- Integrate foods for various cultural/ethnic groups in to the menu plans and facilitate the use of those foods that reinforce positive cultural/ethnic experiences.
- Coordinate and assist with the monitoring of the record keeping requirements of Daily Tally Sheets and Meal Reviews and volunteer cooking personnel and Nutrition Component (Site reviews as directed by the Nutrition Coordinator).
- Provide parents with nutrition information as directed by the Health Coordinator.

**OTHER REQUIREMENTS AND SKILLS:**

- As an essential function of the job, regular and consistent attendance is a requirement of the job.
- Must have basic computer skills and/or willing to attend required computer training.
- Must be able to work cooperatively with entire staff and perform in a supervisory and management manner that is consistent with Agency Policies and regulations.
- Responsible for assigned computer data entry.
- Must have organizational skills (ie: meet deadlines when submitting required reports).
- Must be willing to work with all parents, community agencies and leaders regardless of cultural differences.
- Must have excellent oral and written communication skills.
- Must keep agency and program information confidential.
- Must possess knowledge of early child development principles.
- Must attend regular management staff meetings.
- Comply with required reporting procedure/record keeping.
- Must be willing to attend training and required continued education for current license or certifications.
- Must attend evening meetings as required and travel needs of position (i.e. out-of-state, out-of-area travel, parent and Policy Council meetings).
- Must have use of an automobile and/or willing to use personal auto for program travel.
- Must be willing to live in area designated by the employer.
- Must be accessible by those supervised and the Administration/have telephone number to be reached.
- Mandatory employment physical examination upon employment and upon request of the employer in accordance with Agency Personnel Policies and Procedures.
- Must take a TB test upon employment and upon request of the employer.
- Mandatory background check (Child Abuse/Neglect upon offer of employment) will be required in accordance with Agency Personnel Policies and Procedures.

- Additional duties (**see attachment to Job Description**)
- Must be able to multitask

**MINIMUM EXPERIENCE:**

- Preferred experience in working with Social Services agencies or related service delivery organizations.
- Experience in working with young children and low-income families.
- Experience in community organization/volunteers.
- Early Childhood/Education experience or related field.
- Supervision and management experience.

**EDUCATION:**

- BA/BS Degree in Human Services/Relations or Social Work or may be substituted for with a two (2) year minimum prior work experience or Associate of Arts Degree in related area (***Social Services/Parent Involvement/Transitions***).
- BA/BS in Child Development/Early Childhood Education or other related field (i.e. Elementary Education/Curriculum development) or two (2) year Associate of Arts Degree, CDA or two (2) years work related experience (***Education***).
- BA/BSN with 2 years experience or RN with related work experience. Current SD Licenser required (***Health***).
- BA/BS Home Economics/Nutrition or Dietetics Licensed Dietitian, and RN or nutritional background preferred (***Nutrition***).
- BA/BS Degree in Psychology or Sociology, and RN or related Human Services field may be substituted for with experience in related field or Associate Arts Degree (***Mental Health***).
- BA/BS Degree in Child Development/Early Childhood Education (Early Ed Elementary Education and or CDA) or may be substituted for with a related field (***Training and Technical Assistance***).
- BA/BS Degree in Early Childhood Education, Human Services or Social Services or may be substituted with a 2 year Associate of Arts Degree in related area (***Enrollment, Recruitment and Attendance***).
- BA/BS Degree in Child Development/Early Childhood Education with Pre-School Special Education endorsements or other related field (***Disabilities***).

**A SEPARATE ATTACHMENT OUTLINES DUTIES SPECIFIC TO EACH POSITION.**

**AN EQUAL OPPORTUNITY/EMPLOYMENT AT WILL EMPLOYER**

## **OTHER DUTIES**

### ***Disabilities Coordinator:***

- Assist the Director in relevant aspects of program planning and budgeting to assure that the special needs identified in the IEP's are met. [45 CFR 1308.4]
- Maintain the Disabilities Component of the Head Start Program.
- Develop, in conjunction with all other components, a written plan that addresses all ACF Head Start Disabilities Performance Standards (Early Childhood Development and Health Safety).
- Develop and maintain a system of keeping child and family records of the Disabilities Component (Disability tracking data along with HSFIS reports).
- Coordinate a regular monitoring system of reviewing Performance Standards to ensure compliance with identification of disabilities to include screenings and evaluations through local education districts and cooperatives.
- Monitor the development of **I**ndividual **E**ducation **P**lans for enrolled children identified with disabilities (Howstaff are incorporating goals into CDP's, home visit activities and **Center daily lesson plans**).
- Arrange for parent and staff training and in-service related to the Disabilities Component (Including Pre-service orientation).
- Coordinate the involvement of parents in the Disabilities Component Written Plan including the Self Assessment Process (Early Childhood Development and Health Services).
- Coordinate direct service contracts and interagency agreements with other public or private agencies, which provide disability services.

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## **OTHER DUTIES**

### ***Parent Involvement Coordinator:***

- Responsible for the development of parent partnerships.
- Develop and implement a Volunteer Training Plan and (coordination of volunteers and any annual recognition activities.
- Arrange for staff training on how to relate effectively with parents.
- Responsible for written plan review and update annually in conjunction with Program Self-Assessment process (Family and Community Partnerships).
- Assist Director in relevant aspects of Program planning.
- Assist development of all needed forms and materials for organization of local parent meetings.
- Responsible for development of Parent Handbook.
- Oversight of quality review of all parent involvement documentation.

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## **OTHER DUTIES**

### ***Social Services Coordinator:***

- Supervisor of abuse and neglect reporting and the organizing of staff training and in-service activities.
- Responsible for supervision of project-wide completion of the Family Service Assessments and Family Partnership Agreements (quality reviews).
- Responsible for written plan review and update annually in conjunction with Self Assessment process. (Family and Community Partnerships)
- Assist Director in relevant aspects of Program planning.
- Compile a Resource Directory of public and private services agencies for staff and parents. Make available a finished directory to all Head Start families and (Family Day Care Providers with assistance of Family Day Care Director)
- Responsible for the development and oversight of Federal Initiatives relating to Youth Involvement, etc.
- Responsible for the development of Community Partnerships
- Provide Family Services Training for Family Service Workers and other personnel as needed.

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