



GENESEE INTERMEDIATE SCHOOL DISTRICT
Human Resources and Operations

Employee Job Description

Job Title: **Site Coordinator**

Job Summary:

The Site Coordinator provides oversight and coordination of a Head Start Center with up to twelve classrooms. The Site Coordinator will serve as the building point person to assure compliance with federal, state, and local regulations, policies, and procedures including Head Start Performance Standards and the Michigan Child Care Licensing requirements. The Site Coordinator will interact with students, parents, teachers, and administrators to coordinate services in the Head Start program. The Site Coordinator will work as part of a collaborative team guided by the Head Start Management team. A program administrator will provide administrative and evaluative oversight of building staff and operations in conjunction with the Site Coordinator. The Site Coordinator will also provide on-going support for continuous quality improvement in teaching and student performance in up to twelve classrooms. The Site Coordinator is responsible for assessing, planning, and coaching for a developmentally appropriate early childhood program, which meets the social, emotional, intellectual and physical needs of young children in the Head Start Program.

Essential Duties (May include, but not limited to):

1. Serves as the Site Coordinator at a Head Start site with up to twelve (12) classrooms to coordinate students, staff, and parents in daily program operations.
2. Coaches and mentors teachers in planning individual and group activities to stimulate growth in literacy, language, mathematics, science, social and motor skills, such as learning to respond to stories read aloud, listening to instructions, playing with others, using senses to explore and manipulate classroom materials and using play equipment. Planning is to be in accordance with Head Start Performance Standards, National Association for the Education of Young Children (NAEYC) best practice guidelines and Creative Curriculum.
3. Assesses assigned classrooms using the *Preschool Program Quality Assessment (PQA)* and *Classroom Assessment Scoring System (CLASS)*.
4. Implements coaching strategies which includes direct instruction, modeling teaching, suggestions regarding modifying the classroom environment, schedule, or other factors that will improve teaching and learning.
5. Models, supports, and monitors effective child observation assessment, accurate record keeping, and data analysis using Teaching Strategies Gold.
6. Assists the teachers in interpreting the developmental screenings and child observation assessments to determine each child's development. Data is used for planning instruction and reporting results to program administrators and parents.
7. Assists in planning and providing professional development for Head Start/Great Start Readiness Program staff.
8. Conducts and participates as needed in staff and center team meetings.
9. Participates in required professional development.
10. Coordinates services, training, and monitoring with Head Start Management staff.
11. In consultation with program administrators, assures Center compliance with federal, state, local, and school district regulations, policies and procedures.
12. Maintains effective and appropriate communication with building staff, program staff, and program administrations as needed and required.
13. Provides oversight of building staff and classroom and building operations including, but not limited to food service, maintenance, building schedules, building emergency procedures, parent communications and activities, and required reporting.
14. Serves as the Center Director for licensing purposes.
15. Consistently models Win-Win leadership.

Other Duties: Performs other duties as assigned.

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Qualifications:

- Education: Candidate must have the following credentials: Coursework required for designation as the Center Director under Michigan Child Care Licensing, and a Bachelor's and Master's degree in Early Childhood Education, or a Bachelor's degree in Elementary Education with a ZA or ZS and a master's degree in Early Childhood Education or Child Development or a related field. A valid Michigan Teaching Certificate is preferred.
- Experience: Minimum of five (5) years' documented, successful work experience in an early childhood setting required.
- Skills/Other: Evidence of strong interpersonal skills and the ability to work as an effective team member. Evidence of accurate record keeping, financial management and data collection skills. Ability to utilize district technology, and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to fulfill responsibilities in accordance with program goals. Maintains a positive working relationship with parents/guardians and staff. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday and work week, and work year. Strong teamwork, interpersonal communication and problem solving skills. Ability to maintain positive working relationships with team members. Discretion with confidential information. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines. Must have a valid Michigan driver's license, current automobile insurance and have the ability to travel to and from student homes in the assigned geographical area. Must be able to obtain Department of Human Services (DHS) approval, to pass a physical exam and to obtain a satisfactory criminal history check through fingerprinting.

Special Job Considerations**Certification:** Required X Not Required _____ Desirable _____**Type of Certification:** Administrative _____ Teacher X Other Valid Michigan teacher's certificate required, with a ZS or ZA endorsement**Bargaining Unit Position:** GIEA _____ GIESPA _____ None X **Salary Schedule:** Program Facilitators Salary Schedule**Immediate Supervisor:** Center Director**Supervision:****Date:** June 18, 2014
June 15, 2015
August 17, 2017**Approved** _____

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