Early Steps to School Success

The Early Childhood Coordinator is responsible for managing the implementation of Early Steps to School Success. The following helps clarify the job responsibilities and expectations of the position:

- Recruit pregnant families and children ages birth to five into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddler play groups, transition to school activities, and other programmatic activities.
- Provide regular home visits to families (twice monthly) using an STC approved home visiting curriculum.
- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow-up assessment as needed.
- Coordinate with STC staff, program partners, local schools and other community agencies in implementing Early Steps.
- Participate in training and technical assistance activities including STC sponsored group trainings, technical assistance site visits, monthly audio conference calls and web based resource sharing and training activities.
- Participate in the evaluation of Early Steps, including data collection, interviewing and videotaping activities.

The following describe additional points related to the Early Childhood Coordinator (ECC) position:

**Work Schedule**
The Early Childhood Coordinator position is a full-time position, funded for 40 hours per week. The position may be divided into 2 part time positions if the employing agency prefers to staff it that way. It is a full year position. Time sheets must be kept.

The Early Childhood Coordinator is utilized for ESSS functions only. ECC responsibilities do not include functions such as: acting as a substitute teacher at any given time during the school day, assisting with bus or lunch duties, or using preparation/planning time for other non-early childhood activities.

**Fiscal Considerations**
Must be paid as a staff employee with withholding taxes paid to the appropriate federal and state government agencies as described in the government regulations

**Desired Qualifications:**
- Highly motivated, flexible and nonjudgmental individual who is eager to learn
- Associate degree in related field, Bachelor's degree, or equivalent experience
- Experience working with pregnant women, children ages birth to five, and families in rural areas
- Home visiting experience
- Experience leading parent groups
- Demonstrated early childhood knowledge, including infant/toddler knowledge
- Energetic, motivated and creative
- Able to work independently
- Available and reliable vehicle for visiting families (mileage reimbursed)
- Competency with computers including previous experience with Windows programming and Internet use
- Willingness to travel regionally and nationally for training
- Willingness to collect data and participate in the program evaluation

Updated 5/28/2014

Received by: (Print Name) ________________________________

Signature: ________________________________  Date: ____________________