**JOB DESCRIPTION**

| **Title** | HEADSTART COORDINATOR | | |
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| **Reports To** | EXECUTIVE DIRECTOR | | |

**Job Purpose**

The **Headstart Coordinator** is responsible for supervising various departments and employees within [Insert Organization Name], as well as managing the Head Start and Early Childhood Development Initiative programs.

This position involves acting as a liaison and nurturing a community environment between staff, families, and all individuals affiliated with [Insert Organization Name] The Headstart Coordinator will report directly to the Executive Director and provide leadership to program staff within the organization.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Oversee the screening and assessment of children at the beginning and end of the year.
* Coordinate the recruiting, screening, and enrolling of eligible children in the program, and completing orientation sessions with new families.
* Create a welcoming environment for caregivers/parents; facilitate communication between caregivers/parents and [Insert Organization Name] employees, ensure all information about the progress of children is delivered and emphasize the role caregivers/parents have as the principal influence in the life of their children.
* Facilitate meeting and general communication between teachers and parents/caregivers to discuss the progress of the children.
* Supervise the intake, selection, and registration of children.
* Provide guidance and supervision to program staff and ensure that all program activities are conducted in accordance with organizational policies and procedures.
* Ensure the pursuit of program goals by all program staff:
* Promote child development through a child-centred and play-based integrated curriculum.
* Provide pre-school development through six main program components (culture and language, education, health, nutrition, parental involvement, and community social support).
* Direct parents/caregivers to external resources and community services/agencies.
* Uphold and ensure all program staff adhere to the terms of the confidentiality policy.
* Maintain detailed records and reports to ensure continued adherence with Health Canada and Early Childhood Development Initiative requirements.
* Ensure that all established program routines, policies, and procedures are aimed at providing the children with positive guidance, support and a sense of security.
* Assure the safety and comfort of the children and regularly monitor program staff to ensure adherence with safety standards.
* Design and implement strategies to promote parental knowledge, learning, and confidence in their direct involvement with the education of their children.
* Establish and maintain collaborative relationships with major partners and other community services and agencies.
* Develop and maintain a network of resources, agencies, cultural advisors, and community members that may support the program.
* Periodically review, update, and implement new recruitment, assessment, and screening procedures for program admission, child observation, and referral processes.
* Schedule the assignment of staff resources, provide coverage for staff when required.
* Ensure regular and positive interaction with the children.
* Perform recruitment, selection, and hiring of new program staff, in collaboration with the Executive Director.
* Initiate performance management and evaluation of staff performance.
* In consultation with the Executive Director and in adherence to policy, dismiss staff when appropriate.
* Provide monthly expenditure reports to the Executive Director.
* Draft and track annual budgets and provide recommendations to the Executive Director on financial matters.
* Develop proposals for expansion and/or enhancement of the program.
* Order materials, supplies and equipment as needed and in accordance with the budget.
* Hold regular meetings with Head Start staff.
* Attend [Insert Organization Name]] staff meetings, board meetings as requested, and inter-agency meetings as appropriate.
* Create business plans and delegate responsibilities as needed.
* Establish annual goals and objectives and assign them to staff members as appropriate.
* Oversee and perform all administrative tasks as required.
* Additional assignments as required by the Executive Director.

**Key Qualifications**

* A Secondary School diploma or equivalent
* Post-secondary degree or diploma in Early Childhood Education or a related field is considered a strong asset
* Experience working with children in Aboriginal communities is an asset
* XX years in the child care industry
* XX years of experience working as a coordinator
* Proven track record of successful Child Care coordination
* Valid First Aid Certificate and Criminal Reference/Vulnerable Sector Check

**Core Competencies**

* Capable of communicating with parents and colleagues about the progress of the children in their care. To effectively provide this information, they must have excellent communication skills.
* Must possess excellent active listening skills.
* Must demonstrate sound judgement in order to respond to emergencies or difficult situations.
* Must be capable of explaining things in terms that young children can understand.
* Must work well with others to develop positive relationships with parents, children, and colleagues.
* Must be able to respond in a calm manner when faced with overwhelming and difficult situations.
* Must value the safety and comfort of children above all else.

**Working Conditions**

* This position is set in a classroom environment:
  + moderate exposure to bodily wastes and fluids
  + exposure to noise and interruptions
* The standard workweek for this position is [insert #] hours
* The standard business hours for this position is [insert core hours]
* Overtime and hours worked outside of the standard work schedule may be required.
* Sitting or standing for long periods.