

JOB DESCRIPTION

PROGRAM: **Head Start**
JOB TITLE: **Home-Based Coordinator**
PAY GRADE: **HS-6**

JOB SUMMARY

Assist the Home-Based Manager by providing expert guidance and support to the home-based staff to enable them to implement Head Start Home-Based Program requirements in compliance with Head Start Performance Standards, including early childhood growth and development, family and community partnership-building, parent involvement, health and nutrition, and services to children with disabilities.

SUPERVISORY RELATIONSHIPS

SUPERVISES: Not Applicable
REPORTS TO: Home-Based Manager

ESSENTIAL QUALIFICATIONS

- Associate degree in Early Childhood Education or Child Development, Child and Family Studies, Adult Education, Home Economics, Psychology or Social Work;
- Minimum of one year of experience working with young children; and,
- Demonstrable experience with word processing, data management, and other computer skills.

GENERAL REQUIREMENTS

- Valid driver's license and reliable transportation available on a daily basis with adequate insurance coverage;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire; and a Motor Vehicle Record check;
- Recognizing and Reporting Child Abuse training completed within 90 days of hire;
- Physical examination prior to hire;
- Tuberculosis test prior to hire;
- Physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time, stand, lift and carry up to thirty pounds, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal range and a clear speaking voice and other abilities necessary to ensure child safety in the classroom, other group areas, and when in the community, such as but no limited to the following:
 - Ability to bend, squat, reach, kneel, and climb stairs;
 - Ability to chase an eloping child;
 - Ability to move from a sitting to standing position quickly, safely, and without difficulty;
 - Ability to join the children's active play including jumping and running indoors and outdoors; and,
 - Ability to assist children with diapering, toileting, and change of clothing requiring lifting, bending, and squatting;
- Non-traditional work hours, if assigned; and,
- Job-related trainings, if assigned.

SPECIFIC DUTIES

- ❖ Promote a culture of safety remaining alert to the safety of children at all times in all locations;

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- ❖ Support Home Visitors in planning and implementing educational activities in the homes and during socializations:
 - Utilization of various resources reflecting current classroom cultures;
 - Implementation of daily classroom routines, such as toothbrushing, handwashing, and toileting;
 - Modeling proper table manners, encouraging conversation; and sharing the same menu;
- ❖ In the absence of the home visitor, perform all job functions based on assignment;
- ❖ Ensure timely, accurate completion of all documentation for home-based services;
- ❖ Implement PBIS strategies through positive interactions, encouraging children to follow safety rules and supporting building of social-emotional skills;
- ❖ Assist with all home-based operations and their coordination inside and outside the program including the development and revision of home-based plans, policies, and procedures;
- ❖ Participate in program planning including program self-evaluation, goal-setting, federal on-site review, and program improvement action planning; assist with revisions of program work plans;
- ❖ Ensure compliance with Home-Base, early childhood education, and other applicable Head Start Performance Standards and regulations;
- ❖ Assist Home-Based Manager with all aspects of home-based staff development including interviewing, onboarding, training, and technical assistance, and home-based resources and documentation;
- ❖ Assist with the maintenance of record-keeping and reporting systems to ensure compliance with Performance Standards;
- ❖ Assist home-based staff with delivery of high-quality education services including an individualized approach to children and families;
- ❖ Maintain positive communication between families and Head Start staff utilizing the appropriate communication channels;
- ❖ Help ensure families receive individualized support to obtain and maintain health, nutrition, and mental health and social services;
- ❖ Assist with building and maintaining community collaborations; keep current with community resource information and assist with its dissemination; and encourage parent participation;
- ❖ Attend and engage in meetings and trainings, as required;
- ❖ Represent STEP Head Start on interagency groups and act as liaison to other agencies;
- ❖ Consult regularly with Home-Based Manager on all aspects of home-based operations;
- ❖ Act as a member of the Head Start team; and,
- ❖ Perform all other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Developmentally appropriate practices and other principles of early childhood development, including current and emerging practices and theories;
 - Head Start Performance Standards, the Head Start Act, and other applicable regulations;
 - Childhood development, screening, assessment, and curriculum planning; and,
 - Classroom management and behavior modification techniques, including child behavior recording systems.
- ❖ Skill in the following:
 - Writing, editing, and communicating, including knowledge of English grammar, spelling, and punctuation as they relate to the production of reports, work plans, and other operational documents, as well as their use in communicating with a variety of individuals and groups;
 - Use of a keyboard and personal computer;

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- Multiple oral communication skills, such as speaking, listening, and interviewing; and,
 - Tracking and reporting systems including automated information management systems.
- ❖ Ability to do the following:
- Be creative, resourceful, and flexible;
 - Take a support role in the establishment and maintenance of effective, collaborative partnerships with staff, administrators and parents, Head Start and grantee staff, agencies, community individuals, and groups;
 - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
 - Observe classrooms and provide feedback;
 - Collect, organize, analyze, and process information quickly and efficiently;
 - Motivate and support adults, and convey information;
 - Take initiative and exercise independent judgment;
 - Prioritize multi-tasked and multi-faceted work;
 - Identify and meet goals, objectives, outcomes, and timelines within broad parameters, and work independently of direct supervision; and,
 - Maintain confidentiality at all times.