



POSITION: HEAD START SITE COORDINATOR

SHORE UP, Inc.'s Site Coordinators will be responsible for working cooperatively with the Head Start director to assume all administrative duties that will contribute to the successful operation of the center. These responsibilities shall include providing daily oversight of all aspects of the early childhood program, supervision of staff, and ensuring compliance with SHORE UP's Head Start performance standards, Maryland Department of Health regulations and adherence to OSHA guidelines and regulations.

Position Responsibilities:

- Work in collaboration with the Program Director and/or Operations Supervisor in day-to-day operations of the program, demonstrating leadership qualities and mature judgment to provide oversight of all program activities, ensuring that they meet the needs of the population we serve.
- Create & maintain a professional relationship with staff and a positive center environment that successfully engages staff, including increasing awareness of the job of each staff member and its relationship to the whole program.
- Maintain a program that meets the physical, intellectual, and social emotional needs of each child.
- Ensure that staff monitor and record the behavior and progress of each child. Utilize the analysis of this information with staff for program planning and referrals as needed.
- Monitors all staff work schedules for the site and arranges substitutes, if necessary.
- Conduct a daily walk-through of the site and address any concerns immediately.
- Monitor all IT for the site. If concerns arise, arrange for immediate resolution and follow up.
- Review, analyze and submit all Health & Safety, ERSEA, Family Service and IT reports in a timely fashion to the appropriate staff.
- Be present for all SHORE UP, Inc. inspections and fire inspections. Address any concerns immediately.
- Assign staff member(s) the tasks of: (1) opening the site, (2) final walkthrough to ensure that all staff have left the building safely (3) closing the site. Follow up daily that this is completed.
- Help staff acquire the understanding and skills needed to effectively provide high quality services for children and families.
- Ensure the efficient management of all aspects of the program, including menu planning and meal service in accordance with CACFP standards.

- Work collaboratively with Program Director/Operations Supervisor to maintain high quality education standards for children.
- Monitor the progress of staff's work plans and adherence to the policies and procedures of Head Start/Early Head Start, as well as city, state & federal standards & regulations.
- Review all children's files for completion, required documents & signatures, contact notes, written Family goals, consent forms etc.
- Monitor the completion of health and safety checklists, family service home visits, contact notes, written family goals and all transition plans and surveys.
- When appropriate, plan, develop, and implement in-service training for staff about current developments at SHORE UP, Inc.
- Conduct monthly meetings with family service staff, custodians, cooks, social workers, nutritionist, and nurse.
- Provide oversight of parent and staff meetings
- Oversee and enter all required information into the program's database.
- Requisition supplies necessary for the operation of the site. Keep inventory of the office, kitchen, maintenance and safety supplies and equipment.
- Participate in the planning, coordination, evaluation, and implementation of the overall program. Assist the management team in interviewing applicants for employment, evaluating their qualifications, and making hiring recommendations.
- Provide oversight for any volunteers and interns in conjunction with other delegated persons. Plan, organize and monitor the recruitment of children and families to meet and maintain full enrollment. Conduct outreach to members of the community to develop partnerships that will support program development and the delivery of high-quality services.
- Collaborate with the Program Director/Operations Supervisor to share the goals & philosophy of the Head Start/Early Head Start program.
- Monitor and participate in active supervision of children's arrival and departure on buses as assigned and/or needed.

All schedules and responsibilities are subject to change at any time to meet the needs of the Agency.

Qualifications:

A successful candidate must have:

- Bachelor's degree with coursework in Early Childhood Education (ECE) or Elementary Education, OR an associate degree in ECE with 2-3 years of experience in a related field, preferably related to one or more of the disciplines overseen.
- Knowledge of Head Start performance standards preferred
- Excellent written and oral communication skills.
- A minimum of 3-5 years managerial/supervisory experience in early childhood.

- Demonstrable leadership qualities, including mature judgment and the ability to work cooperatively.
- Willingness to utilize any training available to improve administrative/supervisory skills, including fiscal and budgetary management.
- Excellent time management skills.

Reporting to this Position:

- Family Service Staff
- Nutrition Aide
- Custodians
- Teachers & Teacher's Aides

General Expectations:

The employee is expected to:

- Adhere to SHORE UP, Inc., Head Start, and Early Head Start Policies & Procedures.
- Perform duties as workload necessitates.
- Communicate regularly with supervisor about center issues.
- Demonstrate flexible and efficient time management, including ability to prioritize workload.
- Consistently report to work on time prepared to perform duties.
- Meet with Head Start/ Early Head Start staff regarding productivity standards.
- Communicate with other employees beyond merely giving and receiving instructions.
- Work cooperatively with co-workers or peers while maintaining a professional and polite demeanor.
- Perform work activities that require negotiating, instructing, supervising, persuading, and/or speaking with others.
- Respond appropriately to feedback from supervisors.