

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

Head Start Administrative Coordinator

POSITION SUMMARY: The Head Start Administrative Coordinator coordinates health related services for the Agency Grantee as well as its partnerships. The Head Start Administrative Coordinator is responsible for maintaining and tracking health services and other content areas in the head start program. The Administrative Coordinator supports the Program Director of Head Start Services and Head Start Manager in ensuring that Head Start Performance Standards are being met.

POSITION OVERVIEW:

- Employment Type: Non-exempt
- Salary: TBD
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Head Start Manager
- Supervises: No One

PRIMARY RESPONSIBILITIES:

- Coordinates all Head Start related comprehensive services in the area of health to ensure that Head Start Program Mandates are being met
- Conducts hearing screenings for children ages 0 to 5 years
- Conducts vision screenings for children ages 3 to 5
- Ensures and tracks that all nutrition parent questionnaires are completed by families and staff, then assessed by Registered Dietician within program mandated timeline.
- Schedules and coordinates toothmobile visits for all Head Start Centers.
- Monitors all dental exams and treatment of children enrolled in the Head Start program and ensures program mandates and benchmarks are being met.
- Supports Head Start Program Manager with Enrollment Recruitment Selection Eligibility Attendance (ERSEA) and assures maintenance of organized files on each enrolled child.
- Works closely with Head Start Assistant Manager to ensure data collection of family services is up to date.
- Responsible for data entry into ChildPlus for all Head Start Content Areas.
- Participates, supports, and assists in handling all head start special projects.
- Responsible for copying enrolled Early Head Start/Head Start sign in and out sheets and ensuring all children enrolled in Early Head Start/Head Start Programs have supporting documentation.
- Maintains effective and appropriate communication with Head Start Department and all Early Head Start/Head Start Centers.
- Attends staff trainings and supports classroom staff with relative head start mandates.
- Works closely with Human Resources and center staff to monitor and ensure staff Professional Development Plans and grades are being submitted in a timely manner.
- Responsible for collection and monitoring completion of staff training and documentation.
- Participates in agency and partner agencies self-assessments.
- All other job duties as assigned.

POSITION QUALIFICATIONS/REQUIREMENTS:

- High School Graduate
- Bilingual in English and Spanish preferred.
- Required possession of a valid California Driver's License and use of an insured vehicle.
- Able to communicate with the public and represent the agency in a positive manner.
- Excellent written and oral skills.
- Able to organize and maintain records.
- Able to operate all computers and software used by agency.
- Able to be flexible in work schedule.
- Proficient in data and data based computer programs
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/Opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.