

Position Title: Early Head Start Education and Disabilities Service Coordinator

Agency: Community Action Partnership for Madison County

Classification: Non-Exempt

AGENCY:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1986, the agency provides services in Madison, Herkimer, Oneida and Chenango counties from seven office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Housing, and Kinship.

JOB SUMMARY:

This position is designed to assist the Early Head Start Program Manager in the coordination and implementation, in the following areas:

- Early Childhood Development and School Readiness
- Education/Disabilities
- Implementation of Curriculum
- Transition to Head Start/other preschool programs
- Coaching of Family Support Workers

JOB DUTIES:

- Assist in the planning, development and direction of the Early Head Start Program to ensure that the development of the Early Head Start program meets all performance standards as defined by Head Start Program Performance Standards.
- Participate in a team approach to program development with the Program Manager and Early Head Start staff.
- Assist in completing reports, including annual school readiness report, preparation of the budget and grant application.
- Monitor data collection and analyze results in essential areas of children's school readiness, disability and Family Support Worker completion rates.
- Participate in meetings and or training as required, and act as a representative for EHS at appropriate community meetings. Participate in planning monthly staff meetings.
- Participant in yearly Community Needs Assessment, Self-Assessment and Federal Reviews.
- Train staff in Early Childhood Development and School Readiness as needed and/or coordinate training for staff.
- Support implementation of socializations, maintain socialization evaluations, monitor plans and attendance reports.
- Monitor children with disabilities; ensure that 10% of the children enrolled in the program have a documented disability, maintain files, track Early Intervention services, track initial IFSP or IEP and receive update reviews as scheduled while ensuring services comply with the individuals with disabilities education act (IDEA).
- Will cover cases due to the absence of a worker and be required to provide home visiting services.

QUALIFICATION AND SKILLS:

- A Bachelor's degree in early childhood education, child development, or related field required. Two years or more of direct experience working with families preferred.
- Training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals preferred.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the background check. If you are interested in being considered for this position, please submit your resume and cover letter to HR@capmadco.org. CAP is an EOE/AEE.