



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Child Development Services Home-Based/EHS Coordinator

FLSA: Exempt

Class Title: Program Coordinator III

Range: 5

Reports to: Associate Director

Position Requirements:

Education and Experience: Bachelor's degree in Early Childhood or a related field with coursework equivalent to a major relating to early childhood education.

Licenses Required: None.

Certifications Required: Certification (or willingness to obtain) in: First Aid and CPR.

Background Investigation Required: BI through MN Department of Human Services and search on NSOPW.

Knowledge: Knowledge of Performance Standards, Rule 2, and Rule 3 licensing.

Abilities: Ability to relate to and communicate effectively with varied socio-economic and multi-ethnic groups and/or individuals.

Skills: Supervisory skills, problem-solving skills, and leadership skills. Good communication and writing skills.

Duties and Responsibilities:

Provide administrative and technical oversight to Home-Based, child care centers and family child care partners. Coordinate and provide technical support for trainings, orientations, trainings, support of curriculum standards, child outcomes, staff development activities for program site personnel child care center staff and family child care homes. Set standards for quality in classrooms and ensure that these standards are met. Supervise and serve as a resource to Mentor Coaches, partners, and parents on the Head Start Performance Standards and other policies that relate to the education component. Communicate with Mentor Coaches and partnership staff to share information, build skills, oversee performance, and resolve problems. Provide consultation and modeling to assist with the implementation of activities in support of disabilities, mental health, language services, and individualized services. Support Home-Based staff and child care providers in parent conferencing and in working with the early intervention community. Conduct scheduled and unannounced child care monitoring visits. Provide ongoing support and feedback, and conduct performance appraisals. Ensure program maintains an environment that is safe, healthy, and conducive to learning. Maintain communication with community partners. Ensure that preschool screenings are completed for Head Start children. Train staff on Education Component Standards including, but not limited to, the Creative Curriculum and TS GOLD Outcomes. Hold monthly staff training meetings and mentoring meetings. Attend Policy Council meetings as needed. Individual must have dependable attendance. Collaborate with community partners, as needed, to enhance infant toddler services to ensure effective transition planning for infants/toddlers and their families. Perform other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must have a valid driver's license.

Posting Date: 4/09/2024

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: Evelyn G.

Status: Permanent/FT

Wage: \$22.47-\$24.92/Hour - DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.