

**JOB OPENING (JOB CODE: HS004)**

**[JOB TITLE:] Child Development Coordinator**

**[SALARY BASE:] \$19.51/Hour**

**[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207**

**[LOCATION:] Mt. Vernon & Malden**

**[STATUS:] Full Time [TERM:] Regular**

**[CLOSING DATE:] Until Filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 2**

**[JOB TYPE:] Internal/External**

**[SUMMARY:]**

Under the direct supervision of the Center Manager, the Child Development Coordinator is responsible for the implementation of the Child Development and Mental Wellness (Mental Health) services at the center in accordance with the State/Federal laws and Head Start Performance Standards. The Child Development Coordinator will supervise staff and implement Early Care and Education services utilizing Child Development policies and procedures and the UMOS Work plan (The Model). This position is responsible for planning and providing training and technical assistance (T&TA) in the areas of Child Development and Mental Wellness (Mental Health) to center staff and parents. This position is also responsible for monitoring child development services for quality assurance and compliance, and is responsible for the coordination of classroom planning, observations, staffing and services implementation. In the absence of the Center Manager, the CDC (Child Development Coordinator) is responsible for center operations and will ensure the delivery of services based on the principles of the Parent Family Community Engagement (PFCE) Framework and Child Development Early Learning Outcome Framework (HSELOF).

**[JOB DUTIES:]**

1. Implement the Child Development and Mental Wellness program including mandatory case reviews, classroom observations, child file reviews, in-house staffing, monthly CLASS observations, classroom transitions, case notes and coordination of services while maintaining confidentiality of the children and families, and as necessary perform classroom teacher duties.
2. Will provide teacher orientation and trainings for teaching staff as needed. Ensure a Professional Development Plan is developed and monitored. CDC will work with Center Manager in reviewing the Teaching Professional Development Plan and provide T&TA opportunities.
3. Provide direct supervision to Classroom Teachers and conduct performance appraisals to include coordination and/or direct training and technical assistance and support as necessary. The CDC (Child Development Coordinator) will also recruit volunteers to assist with child development duties including participating in classroom activities, assisting with observations, and participating in field trips.
4. Provide training and technical assistance, including guidance, support and supervision to:
  - Health Services Worker in the implementation of Health, Nutrition and Disabilities services including transition services and the coordination of services to children among staff.
  - Family Services Worker in the implementation of attendance
  - Teaching Staff in the implementation of Screenings, Assessments (TSG), Home Visits, Parent/Teacher Conferences, Lesson Planning, Individualization and other tasks as assigned.
5. Assist the Center Manager with developing Professional Development Plans through promoting the use of T&TA forms, utilizing weekly, biweekly, and monthly observations, CLASS scores/information, and additional data review. CDC's will promote and encourage professional development within Teachers and Assistant Teachers that include acquisition of CDA and/or AA/BA in Early Childhood.
6. Coordinate, plan, and ensure teaching staff hired after pre-service receive the required amount of training hours in the content area and agency training as part of the new employee orientation process *prior* to assuming duties.
7. Monitor and track classroom teachers for compliance of job duties (ex: screenings/ assessments, home visits, parent/teacher conferences, individualization for all children, lesson plans, child outcomes, MyTeachingStrategies documentation and observations, checkpoint/finalization reports, classroom files, participation in transitions, curriculum implementation).
8. Will conduct employee evaluations, classroom, child, and teacher observations, classroom management and classroom environment set-up, file reviews, adherence to policies and procedures, Head Start Performance Standards, and state licensing requirements.
9. Ensure required documentation, classroom tracking systems, reports and referrals are complete and error free, and submit documents to corresponding Regional management staff in a timely and efficient manner. Example: Family Database Data System entry, MyTeachingStrategies reports, CACFP forms, daily attendance, Education and Mental Wellness Monthly Reports etc.
10. Oversee the implementation of Child Food and Adult Care program (CACFP) policies and procedures including family style meal services, menus, meal schedules, and classroom nutritional activities. Collects and inputs data into the attendance program and verifies accuracy of daily meal count with attendance records on a daily basis.
11. Coordinate with Center Manager in assessing and implementing Disabilities & Mental Wellness services, recruitment of children and children with disabilities, provide guidance and support to classroom teachers in the implementation of early care and educational services to include school readiness, individualization, and classroom management in accordance with Head Start Performance Standards, state licensing mandates and programmatic requirements.

12. Ensure children are supervised at all times and that staff-child ratios are maintained in each classroom. This includes activities such as checking and securing buses, loading and unloading of buses *if the Center Manager is not present*, assisting in classrooms for lunch coverage if necessary, and monitoring the use of Active Supervision Process in each classroom.
13. Assist in executing and managing Center budget including the collection and processing of non-federal share (in-kind) with required documentation for Child Development and Health in accordance with UMOS policy and procedures
14. Report suspected child abuse and neglect in accordance to state law and UMOS policies and procedures.
15. Attend Center and Regional staff meetings, case reviews, trainings, open houses and other program activities as assigned.
16. Review and approve lesson plans, home visits and field trips- ensuring activities are age-appropriate to reflect individual needs and School Readiness goals.
17. Perform other duties as assigned.

**[QUALIFICATIONS:]**

1. Be 21 years of age.
2. A Child Development Coordinator must possess one of the following to qualify for employment:
  - a. High School Diploma or GED Equivalent
  - b. Must possess a Bachelor's Degree in Early Childhood Education/or related field
  - c. Must have at least 2 years of classroom experience and/or combination of 1-year classroom and 1 year of supervisory experience
3. Intermediate or advanced proficiency in Microsoft Office preferred
4. Strong oral and written communication skills
5. Bilingual in English and Spanish preferred (oral and written)
6. Possess presentation/training experience
7. Have own reliable transportation, possess a valid driver's license, and have adequate insurance.

**CONDITION OF EMPLOYMENT:**

Employment with UMOS is contingent upon successful completion of the following:

1. A criminal background check prior to employment
2. In accordance with licensing regulation, must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment
3. Must complete approved Shaken Baby Training prior to working with children
4. Fire Extinguisher Training (Training is provided at the Center)
5. Proof of Certification of Infant/Child CPR and First Aid within 30 days
6. Complete the online training modules and become reliable in Teaching Strategies within 30 days
7. Must attempt CLASS Reliability or become Class Reliable within one season of employment.
8. Must register with State Childcare Registry (WI or MO) within 30 days of employment.
9. Must submit all relevant education documentation at the time of hire (transcripts, certificates, trainings). Must have annual continuing Education hours to meet State and Federal requirements.

**WORK ENVIRONMENT**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable Accommodations will be considered to enable individuals with disabilities to perform the essential functions.

***Physical Demands:***

1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled or uncontrolled temperature environment.

***Tools & Equipment Used:*** a) phones, computer system; b) fax machine, copy machine, laminator, computer, calculator; c) first aid equipment, fire extinguisher.

\*Usage varies by position.

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***Equal Opportunity Affirmative Action Employer***

**03/20/2019**