

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Child Development Coordinator [SALARY BASE:] Competitive Salary

[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207

[LOCATION:] Donna Center

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] Until filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[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, Disabilities, Nutrition, Mental Wellness, and Transitions (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 Head Start services utilizing UMOS Child Development policies and procedures. This position is responsible for planning, coordinating, and providing training and technical assistance (T&TA) in the areas of Child Development, Disabilities, Mental Health, Nutrition, and Transition 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 is responsible for center operations and ensures 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 Child Development, Disabilities, Nutrition, and Wellness program including Case Reviews, classroom observations, child file reviews, in-house staffing, monthly CLASS reviews, child and classroom transitions, case notes, and coordination of services while maintaining the confidentiality of child and family, and as necessary perform classroom teacher duties.
2. Provide direct supervision to Classroom Teachers and conduct performance appraisals to include coordination and/or direct technical assistance.
3. Is responsible for recruiting and training volunteers that will assist with child development duties that include implementation of Screenings, Assessments (TSG), Home Visits, Parent/Teacher Conferences, Lesson Planning, Individualization, referrals of children with potential disabilities, and other tasks as assigned.
4. In conjunction with Center Manager, plan and coordinate First Aid, Infant/Child CPR, Bloodborne Pathogen/Universal Precautions, Shaken Baby Syndrome, and Child Abuse/Neglect training for staff, parents, and volunteers.
5. Implement *CHILD PLUS* for Head Start Services in the area of child development, Disabilities, and Mental Health. Ensures classroom teachers are fully implementing Child Plus Attendance

scanning to include mealtime scanning, Child Plus program and verifies the accuracy of daily meal count with Child Plus data attendance records.

6. Provide training and technical assistance, including guidance, support, and supervision in areas of Child Development, Disabilities, Mental Health, Nutrition, and transition services, and ensure the coordination of services to children among staff.
7. Implement and monitor procedures/methods for child accidents, case reviews, health emergencies, injury/accident prevention, reporting (to include parents), and follow-up, medication administration, transportation and storage, individualization/ modifications for children with special needs, diapering, hygiene, sanitation, hand washing techniques, and sick child.
8. Assist with developing Professional Development Plans through promoting the use of T&TA forms, utilizing weekly, biweekly, and monthly observations, CLASS scores/information, and data review in the creations of such plans. CDC's will promote and encourage professional development within Teachers and Teacher Assistants that include acquisition of CDA and/or AA/BA in Early Childhood
9. Coordinate, plan, and ensure staff and volunteers hired after pre-service receive content area and agency training as part of the new employee orientation process prior to assuming duties.
10. Monitor and track classroom teachers for compliance of job duties (ex: screenings/ assessments, home visits, conferences, individualization, lesson plans, child outcomes, Teaching Strategies Gold documentation and observations, proper case notes, checkpoint/finalization reports, classroom files, transitions, curriculum implementation, employee evaluations, classroom, child, and teacher observations, classroom management, and classroom set-up, file reviews, adherence to policies and procedures, Head Start performance standards, and state licensing requirements.
11. Monitor health and safety compliances, including but not limited to conducting health and safety checklists (ex. Safe Environments, playground safety inspections), posting and making accessible MSDS information and "Right to Know" information, ensuring that a biohazard container is available, monitoring first aid kit contents, storage of chemicals in classroom and facilities, conducting fire & safety checklist, scheduling/assisting in Emergency Preparedness drills, etc.
12. Ensure required documentation, classroom tracking systems, reports, and referrals are completed and error-free, and submit documents to corresponding management staff in a timely and efficient manner. Example of required documentation includes Family Database Data System entry, Teaching Strategies GOLD, CACFP forms, child progress, daily attendance, Education, Disabilities, Nutrition, and Mental Wellness Monthly Reports, etc.
13. Oversee the implementation of Disabilities and Child Food and Adult Care Program (CACFP) policies and procedures, including family-style meal services, menus, meal schedules, and classroom nutritional activities.
14. 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, IEP/IFSP, and classroom management in accordance with Head Start Performance Standards, state licensing mandates and programmatic requirements.
15. Responsible for ensuring IEP/IFSP is developed in accordance with policy and IEP/IFSP goals are implemented and tracked in coordination with CDC and teaching staff.

16. Coordinate health, disability, pregnant women, and/or newborns home visits with Family Services and teaching staff to maximize efficiency and staff time, and coordinate nutrition and speech consultant schedule in conjunction with the CDC and/or CM/CDC.
17. Ensure children are supervised at all times and that staff-child ratios are maintained in each classroom.
18. Ensure Active Supervision procedures are being implemented and monitored. This includes activities such as checking and securing buses, loading, and unloading of buses.
19. In consultation with Center Manager, determine staff classroom teaching assignment and required space based on Head Start performance standards and licensing regulations.
20. Coordinate the Disabilities and Mental Wellness services at the center to include consultant schedule and work with staff and parents in accessing available Mental Wellness services at the center.
21. In Coordination with the Center Manager, manage the loading and unloading of all children, including checking and securing buses in the morning and/or afternoon.
22. In conjunction with the Center Manager, assist in executing and managing the 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.
23. Report suspected child abuse and neglect in accordance with state law and UMOS policies and procedures.
24. Review and approve lesson plans, home visits, and field trips- ensuring activities are individualized to reflect individual needs and School Readiness goals.
25. Attend Center and Regional staff meetings, case reviews, training, open houses, and other program activities as assigned.
26. Perform other duties as assigned.

[QUALIFICATIONS:]

1. Be 21 years of age.
2. Must possess a bachelor's degree in Early Childhood Education/or related field.
3. Must have at least two years of classroom experience and/or a combination of 1-year classroom and one year of supervisory experience.
4. Possess presentation/training experience and be proficient in Microsoft Office.
5. Strong oral and written communication skills.
6. Bilingual in English and Spanish oral and written preferred.
7. Have reliable transportation and possess a valid driver's license, and have adequate insurance.

[CONDITION OF EMPLOYMENT]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. In accordance with licensing regulation, must complete a physical exam and TB test showing the absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation. Must complete approved Shaken Baby Training prior to working with children, Fire Extinguisher Training, Infant/Child CPR, and First Aid within 30 days. Must submit all relevant education documentation at the time of hire (transcripts, certificates, training). Must have annual continuing education hours to meet State and Federal requirements. Complete the online training modules and become reliable in Teaching Strategies Gold within 30

days. Must register with State Childcare Registry (WI, MO, or AR) within 30 days of employment. Must be CLASS Reliable or become Class Reliable within one season of employment.

[WORK ENVIRONMENT]

The demands described here are representative of those that must be met by an employee to 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) frequently 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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08/10/2021