



*Building Better Futures*

## **CHILD DEVELOPMENT COORDINATOR**

**JOB CODE: HS002**

**Schedule: Full Time On-Site**

**Work Status: Regular, Exempt**

**Salary: Starting pay 20.49 / hr. based on experience**

**Location: Beaver Dam, WI**

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

#### **Advancement**

In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

**Do you want to make a positive impact on a child's learning experiences that will have an everlasting effect on their lives? If you do, and if you are a highly motivated, committed, and energetic individual with the desire to lead and mentor our teaching staff then we have an outstanding opportunity available!**

In this role, you will serve as Child Development Coordinator for the Head Start program. 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.

## **Primary Responsibilities (not all inclusive):**

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 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 to recruit and train 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, Blood borne Pathogen/Universal Precautions, Shaken Baby Syndrome and Child Abuse/Neglect trainings 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 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. 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.
9. 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.
  10. Ensure children are supervised at all times and that staff-child ratios are maintained in each classroom.
  11. Ensure Active Supervision procedures are being implemented and monitored. This includes activities such as checking and securing buses, loading and unloading of buses.
  12. In conjunction with the Center Manager, 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.
  13. Report suspected child abuse and neglect in accordance to state law and UMOs policies and procedures.
  14. Review and approve lesson plans, home visits and field trips- ensuring activities are individualized to reflect individual needs and School Readiness goals.
  15. Perform other duties as assigned.

## **Qualifications:**

1. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start. Where applicable by law, accommodations/exemptions may be considered.
2. Be 21 years of age
3. Must possess a bachelor's degree in Early Childhood Education/or related field
4. Must have at least 2 years of classroom experience and/or combination of 1-year classroom and 1 year of supervisory experience.
5. Possess presentation/training experience and be proficient in Microsoft Office
6. Strong oral and written communication skills
7. Bilingual in English and Spanish oral and written preferred.
8. Have reliable transportation and possess a valid driver's license and have adequate insurance.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*Equal Opportunity Affirmative Action Employer*