



Job Title: Preschool Health Coordinator

Location: Hall St.

Employment Status: Full Time; Salary

Salary Classification: Coordinator

Summary of Job:

The Preschool Education & Health Coordinator is required to coordinate planning, organizing, and implementation of education & health services for children assigned to our 3yr old classrooms. The candidate will also provide direct coaching to our teachings in those rooms. This position requires you to be responsible for helping families as they navigate physical and/or oral health and nutrition systems so that any health issues affecting a child's development are addressed as quickly as possible.

Direct Supervisor:

The Preschool Health Coordinator reports to the Education Director

Direct Staff Supervised:

None

Other Key Relationships:

The Preschool Health Coordinator will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Schedule/coordinate appointments (Class and/or PQA assessments) related to the education of our preschool classrooms with the assessor
- Coordinates the grant components of ELNC education programming (High Scope/ Early Lift/determines implementation of screenings, surveys, other tasks related to grant funding initiatives)
- Coach & maintain the progress of the 3 year old classroom teachers (8-10 teachers)
- Provide classroom support to ensure that all classes are in compliance regarding best practices for the education of young children, policies and procedures and licensing guidelines to ensure a high quality education standards are being met.
- Monitor the implementation of High Scope Curriculum in the classroom

- Monitor children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports;
- Implement the Healthy Outcomes Promote Education (HOPE) program
- Oversee the physical & oral health concerns that may impact development & school readiness.
- Collaborate with family coaching staff to ensure support is provided for our students and families.
- Oversee and support the progress of children's IFSP's or IEP's
- Adheres to all policies contained in ELNC's Employee Handbook
- Performs duties as assigned

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge, Skills, and Abilities

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage records and files.
- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- Ability to be able to work well with minimal supervision.

Minimum Required Education and Experience:

- BS or Advanced degree in Early Childhood
- At least 4 years early childhood teaching experience

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____