

Job Title: COORDINATOR, HEAD START
Reports to: Head Start Director/Principal
Dept./School: Irene Cardwell Head Start/Pre-K
Wage/Hour Status: Exempt
Date Revised: May 21, 2018

Primary Purpose

Assist the school principal/Head Start Director in overall administration of instructional program and campus level daily operations. Assists with management system that implements Head Start policies and procedures and provides administrative support with day to day functions of the delivery of all areas including fiscal compliance, education, health, nutrition and special services. Under the direct supervision of the Director, oversees and directs the accounting, financial auditing and reporting, and budgeting for the program. Recommends and implements accounting and financial systems to meet contract compliance requirement and serves as financial advisor to program staff in their roles as they relate to fiscal aspects of the program.

QUALIFICATIONS

Education/Certification

Master's degree, preferred
Texas assistant principal or other appropriate Texas certificate, preferred
Certified TTESS appraisal

Special Knowledge/Skills

Thorough understanding of school operations and federal written procedures/policies
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations
Ability to interpret policy, procedures, and financial data

Experience

Three years of experience in Head Start program, preferred
Accounting, bookkeeping experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Head Start and Pre-K Responsibilities

1. Implement policies and procedures of the Head Start program to ensure program compliance and grant requirements.
2. Maintain various records, schedules, files (payroll and financial) for the purposes of documenting and providing reliable information for grant applications.
3. Work with teachers to develop and support their individual development plan including Practice Based Coaching in Head Start and related fields.
4. Attend parent meetings, Policy Council, and board of directors meetings as needed and requested.
5. Monitor and work closely with Family Service Coordinator on Family Engagement Curriculum Plan including School Readiness parent trainings, community engagement and Fatherhood Program.
6. Make administrative decisions in the absence of the Center Director as necessary and available.

Fiscal Responsibilities

7. Oversee and direct the program's fiscal operations, including all program liabilities and submission of all financially related reports.
8. Confer with the Director and other program coordinators on matters concerning internal control, budgets, and property control.
9. Execute accounting operations.
10. Assist in the preparation of budgets and grant applications, including, but not limited to preparation of budget line item spreadsheets, at the request of the Director.
11. Confer with the Director and other involved administrative staff in the preparation of financial and activity reports and budgets, including, but not limited to reports to funding sources, the Board of Directors, and the Parent Policy Committee.
12. Serve as a liaison with all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with applicable laws, and to maintain appropriate program cash flow.
13. Assist the Director in budget management and control.
14. Maintain, compile, and collate all fiscal, budgetary and monetary data relevant to audits and expenditures prepared monthly.
15. Prepare general journal entries and maintain a posted general ledger.
16. Maintain accurate budget records.
17. In conjunction with the Director, monitor consistency between contract budget and actual expenditures.
18. Calculate and monitor Administrative Cost to ensure compliance.
19. Calculate and monitor the program's non-federal share.
20. Maintain the program's ledger analysis and conduct trial balances.
21. Participate in the annual program self-assessment and community assessment.
22. Compile information needed for USDA/CACFP reimbursement and maintain documentation.
23. Maintain documentation of all contracts.
24. Prepare annual campus budgets for all programs.
25. Prepare annual public report.

Instructional Management/Practice Based Coaching

26. Collaborate with Practice Based Coaches to provide additional staff development and classroom support for all new and struggling teachers.
27. Serve as chair and ensure that all appropriate committees are effectively in place. (ARD, LPAC, 504, etc).
28. Ensure the effective development and implementation of the campus improvement plan by appropriately utilizing the PDM Team, campus staff, and central office staff.

29. Ensure that the Campus Improvement Plan is aligned with the District Improvement Plan and that district-wide instructional initiatives are effectively implemented.

School/Organizational Improvement

30. Participate in development of campus improvement plans with staff, parents, and community members.
31. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
32. Assist with building a common vision for school improvement.
33. Develop and effectively utilize a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

Personnel Management

34. Assist principal in interviewing, selecting, and orienting new teachers.
35. Work with campus principal and Planning Decision Making committee to plan professional development activities.

Administration and Facilities Management

36. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
37. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
38. Work with department heads and faculty to compile annual budget requests based on documented program needs.
39. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
40. Conduct safety inspections and safety-drill practice activities.
41. Coordinate transportation, custodial, cafeteria, and other support services.
42. Comply with federal and state laws, State Board of Education rule, and board policy.
43. Disseminate and maintain accurate textbook records.
44. Adhere to all district policies related to fiscal responsibilities.
45. Ensure that students are adequately supervised during non-instructional periods.
46. Help to develop a student discipline management system that results in positive student behavior in accordance with Student Code of Conduct and student handbook.
47. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
48. Conduct conferences on student and school issues with parents, students, and teachers.
49. Provide staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
50. Maintain and submit discipline records as required by the district and state.

Professional Growth and Development

- 51. Participate in professional development to improve skills related to job assignment.
- 52. Establish annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

School/Community Relations

- 53. Articulate the school’s mission to community and solicit its support in realizing mission.
- 54. Articulate the school district’s vision to community and solicit its support in realizing mission.
- 55. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 56. Use appropriate and effective techniques to encourage community and parent involvement.
- 57. Work closely with Family and Community Engagement including parental curriculum and presentations.
- 58. Supervise ERSEA (eligibility, recruitment, selection, enrollment, attendance) process.
- 59. Maintain confidentiality of information.
- 60. Perform other duties as assigned by the Principal.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____