

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position:	Off-Site Programs Coordinator
Reports To:	Off-Site Programs Manager
Supervises:	No Direct Reports
FLSA Status:	Exempt
Pay Grade:	5

General Duties:

The Off-Site Programs Coordinator is responsible for assisting the Off-Site Programs Manager in the planning, monitoring, and implementation of off-site programming under the direction of the Off-Site Programs Manager. The Off-Site Programs Coordinator plans and implements home-based, developmentally appropriate child development, and health services as well as family support services to a caseload reliant on program needs, based on best practices as defined by Head Start Program Performance Standards, NAEYC, and Illinois Learning Standards. The Off-Site Programs Coordinator also assigns tasks, identifies resources, and provides support to Home Visitors and Family Child Care Mentors.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and always accounted for
- Use developmentally appropriate child guidance techniques and language.
- Assist in the recruitment and administration of community and family childcare partnerships.
- Assist in the administration and implementation of all grant acquisitions and requirements.
- In the absence of the Off-Site Programs Service Manager, coordinates staff assignments and duties.
- Assist in conducting and facilitating staff meetings and trainings and updating manuals.
- Conduct monitoring and auditing activities and provides appropriate feedback to staff.
- Participates in the development and revisions to the policies and procedures in areas of off-site programming.
- Assist the Off-Site Program Manager to coordinate, distribute, and aggregate data.
- Carry a caseload per the needs of the program.
- Help to plan and implement Get-Togethers/Family events and ensure families are encouraged to attend.
- Encourage parents to take leadership of the home visit and help parents plan experiences that foster their child's development and learning for school readiness.

- Assist families, in all areas of programming, with completion of necessary enrollment paperwork.
- Ensure that Family Partnership agreements are complete and appropriate follow-up is documented in the family file and Child Plus.
- Ensure family hard-copy and electronic files are complete and orderly, contain case notes, child development information, health and disabilities screenings, communication forms, and Family Service Information.
- Comply specifically with Head Start Program Performance Standards regarding determination, verification, and documentation of eligibility for Head Start/Early Head Start services.
- Accurately document and enter family demographic information, child attendance, program enrollment data, and delivery of family support, health, dental, and nutrition services.
- Recruit and enroll children and expectant families using established priority and eligibility systems.
- Maintain waiting list and notify families of their status.
- Arrange and or provide transportation.
- Meet regularly with supervisor, family support team, and other staff as needed and/or scheduled by supervisor.
- Follow all local, state, and federal rules and guidelines, in addition to program policies and procedures.
- Complete required paperwork and documentation by established deadlines.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Participate in professional development activities, including program improvement committees.
- Implement the Ready! For Kindergarten curriculum.
- Promote our collaboration with WILL and serve as a Book Mentor, implementing the activities established by WILL and HS.
- Work in partnership with program staff, community providers and families, modeling respectful ways of interacting and maintaining confidentiality.
- Perform other related duties as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- At a minimum, bachelor's degree in Early Childhood or Child Development
- Must complete Family Partnership training within 18 months of employment
- Must be at least 21 years of age with a valid driver's license, car, and insurance
- Knowledge of Head Start and other agency rules and regulations preferred
- Previous experience with culture management and inclusion initiatives preferred
- Previous experience with recruiting and working with families preferred
- Experience working in an early childhood setting preferred
- Experience working with diverse populations preferred
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act
- Must meet all requirements of Illinois Department of Children and Family Services

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- recruit and enroll children and families
- ability to maintain records and implement a comprehensive, individualized education program for each family. maintain child, family, staff, and program confidentiality
- relate well to children, parents, staff, and the community
- effectively engage participating children and/or families
- plan and coordinate family and community events
- conduct child observations
- plan data driven instruction
- lead educational activities
- travel to homes, meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- participate outside in various weather temperatures
- work weekends and evenings as needed
- sit at a table or on the floor 60% of work week
- travel to home visits 20% of work week
- document services 20% of work week
- ride a school bus
- lift and carry a child up to 50 pounds
- build relationships with children, families, and community partners
- make decisions based on developmentally appropriate practices and trauma informed care
- implement and practice the program's developmental curriculum and classroom management methods with fidelity
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- ability to work as a team with co-workers
- utilize a computer and data programs to meet program requirements

Competencies:

- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and

follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.

- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Cultural Competency:** Demonstrates the ability and understanding to appreciate and interact with people from cultures or belief systems different from one's own such as age, gender, ethnicity, and race in the most fair and productive way.
- **Civility:** Ability to authentically communicate one's own personal ideas, while also respecting and not dismissing other peoples' outlooks. Ability to think deeply about respectful interactions, foster collaboration, and successfully encourage others to make effective decisions that result in achieving goals of the department and the organization.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Attention to Detail:** Pays close attention to detail to avoid errors or mistakes.

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which may include physical and verbal aggression, daily
- Sitting on the floor with the children occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds Noise levels fluctuate within the home environment, classroom setting, and office setting
- Ability to make effective decisions that positively impact the organization
- Outdoor play in various weather temperatures
- Near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council:

Signature of Employee: _____ Date: _____

Revised: July 6, 2022