

***UPK Coordinator***

**Job Description**

Reports to: Early Childhood Assistant Director Updated: August 2020

Employment Classification: Exempt

***Job Summary:***

The UPK Coordinator provides leadership and direction to all Head Start/UPK teaching staff and ensures compliance of all Early Childhood Development Services as specified in the Head Start Performance Standards, OCFS Regulations, Performance Measures, and written Program Plan. Acts as a liaison to the local school districts and Office of Children and Family Services. Works in conjunction with EHS Coordinator to ensure Early Head Start education requirements are met.

***Essential Job Functions***:

|  |
| --- |
| * Monitor UPK Early Childhood Development services including child development and education and transition as specified in the Performance Standards and written Program Plan, as well as NYS Universal Pre-Kindergarten regulations. * Complete classroom observations at a minimum twice a month as part of the ongoing monitoring. * Complete file checks as a part of monthly monitoring. * Conduct formal and informal observation of staff in order to make personnel recommendations. Meet with staff to administer performance appraisals and formalize Professional Development Plans. * Initiate and participate in case conferences when needed. |
| * In conjunction with other education coordinators plan and attend monthly meetings with education staff. * Oversee the Practice Based Coaching Program and offer technical assistance to the mentor coach. |
| * In conjunction with other education coordinators update policies and procedures in conjunction with the Early Childhood Director, Coordinators, Policy Council, parents and staff. * Work in conjunction with the Early Childhood Assistant Director in assessing the professional development needs of staff in an effort to plan, develop, manage and evaluate training needs of the program. Arrange and conduct training for education staff, as needed. * Ensuring proper implementation of the UPK curriculum across all UPK classrooms. * Responsible for completing and submitting all State required paperwork to the Auburn City School District. * Completes and provides attendance records and submit attendance waivers for UPK billing. * In conjunction with other education coordinators complete inventory and assess the need for and ordering necessary education equipment and materials. |
| * Assist in the hiring of new education staff. |
| * Participate actively in all administrative staff meetings and provide leadership and direction to staff. * Complete OCFS licensing initial and renewal packets for all sites and ensure compliance with regulations. |
| * Participate in the annual Head Start self-assessment of program with management team, parents, Policy Council Members, and staff to ensure compliance with Performance Standards, Regulations, and Performance Measures. |
| * Timely recordkeeping including monthly reports and all other reports as assigned. |
| * Coordinate and monitor all HS classrooms and provide technical support to Home Based and Combination Option programming, as well as all HS/EHS transition activities with assistance of the supervisors. |
| * Develop, maintain and analyze child assessment and outcomes-based program improvement practices. Report on child development progress and outcomes three times per year in conjunction with the Mental Health Counselor. * Encourage and support family involvement in all aspects of the Early Childhood Program in an effort to reach our in-kind goals. |
| * Attend and participate in meetings and trainings, including evening meetings and out-of-town travel. |
| * Serve on Agency committees. * All other duties and responsibilities as requested by the Early Childhood Director and/or the Executive Director. |

***Supervisory Responsibilities***:

The UPK Coordinator supervises UPK staff to ensure that job responsibilities are carried out and program objectives are attained.

**Equipment, Machines and Software Used:**

Ability to operate a computer, printer, telephone, photocopier, and fax machine.

**Physical and Mental Requirements:**

* Ability to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
* Close mental and visual attention required to perform work dealing primarily with preparing and analyzing data and figures, performing accounting work, using a computer terminal, and/or extensive reading.
* While performing the duties of this position, the employee is regularly required to sit for extended periods of time, stand, walk, talk, hear, reach, use hands to finger, grasp, handle, or feel, and perform repetitive motions of hands and/or wrists.

***Qualification Standards***:

The UPK Coordinator must meet the following minimum qualifications:

* Bachelor’s degree or advanced degree in Early Childhood Education (ECE) or a bachelor’s or advanced degree and coursework equivalent to a major relating to ECE with experience teaching preschool age children.
* One to three years supervisory experience preferred.
* Experience working in a program with parents and children.
* Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
* Possess good written and oral communication skills.
* Ability to work from home when needed during pandemic emergency to ensure business continuity.
* Ability to relate to all socio-economical segments of the community.
* Must have reliable transportation and a clean, valid NYS driver’s license.

***Environmental Conditions:***

Work is performed in an office and in a classroom environment where the worker is exposed to both inside and outside environmental conditions and noise. Duties may include handling garbage or soiled linen, body fluids, strongly unpleasant odors, etc.

***Employer’s Disclaimer:***

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
2. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
3. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.