

Child and Family Coordinator

North Central State College is accepting resumes for a full-time Child and Family Coordinator at the Child Development Center.

Essential duties/responsibilities include but are not limited to:

Education and Child Development Services

- Assume responsibility for quality program performance. Take initiative towards continuous quality improvement.
- Organize Early Head Start home-based socialization activities twice a month in coordination with the Assistant Director and family visitors.
- Assist in providing appropriate child development, early childhood education information and referrals for staff, parents and collaborating agencies.
- Assist in collaboration with Early Head Start, infant & toddler, and preschool in developing individual and weekly planning, transition plans, monitoring of services, and other duties as needed.
- Assist in supporting Early Head Start and Child Development Center staff concerning issues of classroom environments, teaching skills, curriculum support and transitioning of children and their families. This includes, but not limited to phone, e-email, written reports, record keeping and tracking data.
- In collaboration with families, community and staff, develop school readiness goals for children enrolled birth – entry of kindergarten.
- Perform other related duties as assigned

Family and Community Engagement

- Organize family involvement meetings monthly in coordination with the program Leadership Team; Director, Assistant Director.
- Organize and collaborate with local Head Start and Early Care and Education Advisory Committee.
- Establish methods of communication with families around events, activities, and program information, i.e. calendars, flyers, etc. Develop materials to be conscious of various languages and literacy abilities.
- In coordination with the Child Development Center and Early Head Start staff, successfully implement the Head Start Parent, Family and Community Engagement Framework in program.
- Create and maintain a Parent & Family Engagement/Involvement referral system and oversee implementation with Leadership Team.
- Network within the community to establish new partnerships with community based organizations in coordination with the Leadership Team

- Coordinate Federal Work Study (FWS) students interested in careers working with young children and their families.
- Perform other related duties as assigned

Program Management and Compliance

- Assist with developing and maintaining written policies and procedures that are in compliance with the Ohio Department of Job & Family Services regulations, Step Up To Quality, Head Start Performance Standards, and National Association for the Education of Young Children (NAEYC) Accreditation Standards.
- Work as a team to maintain inspections, evaluations, on-site reviews and Accreditation status.
- Collaborate with the Child Development Center and Early Head Start team in developing plans for activities and strategize on program development and implementation.
- Work in collaboration with clerical and data tracking staff to insure that Child Development services are tracked and accounted for.
- Attend regular meetings, trainings and professional development activities as needed.
- Assesses the implementation of the agency's work plan to insure the program/content goals and objectives are met.
- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for center-based child care.
- Provide input and solutions to develop and or revise the programs Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) systems, policies and procedures.
- Evaluate, design and monitor systems to process enrollment applications.
- Oversee processing applications for accuracy and timeliness.
- Prepare and distribute timely reports and tracking updates.
- Maintain systems, database, files, etc. ensuring security of data.
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

- **Education:** Bachelor's degree in Early Childhood Education or related field
- **Experience:** Minimum 2 years' work experience providing care and/or understanding of health practices of young children and their families.

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 08/31/2020 and until filled.