Position Title: Early Childhood Education Assistance Program Coordinator

Reports to: Community Services Manager  Department: Health & Community Services

FLSA Status: Nonexempt  Date: February 17, 1997

BASIC FUNCTION: Coordinates Early Childhood Education and Assistance Program under the supervision of the Community Services Manager. Exercises professional judgment in carrying out duties of this position subject to review of results achieved. Develops and oversees site-based ECEAP programs in San Juan County with state (ECEAP) and/or federal funds (HEAD START). Conducts health screening, parent education and involvement, social services, development and monitoring of professional service contracts for ECEAP program providers, records maintenance and development of plans, goals and budgets.

MINIMUM QUALIFICATIONS: Bachelor’s degree in early childhood education/counseling or related field and a minimum of three years professional experience in field including supervisory and administrative experience; or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Drafts program plans, goals and budgets for county-wide early childhood education programs; prepares recommendations to the Community Services Manager and Department Director. Prepares grant applications.

*2. Oversees contracts with service providers and regularly evaluates services by establishing health panels to examine children with health screening; establishing a series of monthly meetings to educate parents; recommending corrective action where necessary and assuring program compliance with all relevant RCW’s and WAC’s statements of Work, and other contract provisions.

*3. Develops and maintains records management system to effectively document service provision and compliance with contract provisions.

*4. Develops and coordinates early childhood education programs such as social services with family needs assessment regarding finances, education or counseling in compliance with state and/or federal program standards. Administers delivery of program services for parental education, health screening, social services and the preschool experience.

*5. Conducts research and data collection by compiling published demographic data to determine needs for services.
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*6. Identifies new resources for early childhood program funding and prepares grant applications.

*7. Provides outreach and information to eligible three, four and five year olds and their families.


*9. Coordinates county programs by communicating with state agencies. Represents San Juan County’s early childhood education programs quarterly, to State and Federal agencies and attends professional meetings off-island.

*10. Serves as resource person for schools that wish to establish ECEAP program. Provides information regarding program standards and processes for start-up. Monitors established ECEAP programs to ensure maintenance of existing standards.

*11. Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires visual ability to read and write instructions, directions and to assess client abilities and situations. Requires the ability to understand and make oneself understood verbally. Requires sitting, standing and walking, ability to drive vehicle to program sites or private homes. Requires frequent sustained computer use and ability to use eye, hand and finger coordination.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Telephone</td>
<td>10</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
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<td>x</td>
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<tr>
<td>Fax</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is performed primarily in office setting. Field visits are required to program providers and home settings.