

Nyssa Public Schools

A Community Committed to Student Success

804 Adrian Blvd. School District #26
Nyssa, Oregon 97913-3689

Phone: 541-372-2275
FAX: 541-372-2204

DARREN JOHNSON, Superintendent
RYAN HAWKINS, Director of District Operations
JENNA RAVENSCRAFT, Athletic Director

Principals: BRETT JACKMAN, High School
LUKE CLEAVER, Middle School
MATT MURRAY, Elementary School

July 20, 2020

DISTRICT POSTING

Nyssa School District 26 is accepting applications for the following position.

Early Head Start Site Coordinator

Please see the attached job description for more information regarding this position.

Licensing/Credential Requirements:

- *Bachelor's degree in early childhood education or closely related field preferred. Consideration may also be given to anyone having at least two years' experience working with infants, toddlers and children in supervisory capacity in an organized setting.*
- *Must have a valid First Aid/CPR card or certificate*
- *Must complete a Fingerprint Based Criminal History Verification and be approved*

Contract: 240 days

Salary: \$32,000-\$36,000, depending on experience and other qualifications.

Benefits: Employer paid retirement (PERS) benefits and health Insurance (medical, dental, vision) up to the district cap.

Position will remain open until filled.

This is a CONFIDENTIAL position and is not part of the Classified or Certified bargaining units.

NYSSA SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: EARLY HEAD START SITE COORDINATOR

REPORTS TO: Superintendent

JOB or POSITION SUMMARY:

In coordination with the Regional and/or State Director of Early Head Start, and under the Supervision of the School District Superintendent, the Early Head Start Site Coordinator will ensure compliance with the management of staff. He/She will be responsible for the care, supervision and coordination of learning activities for children enrolled in the Early Head Start program in accordance with school district policies and in compliance with state and federal regulations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Take charge of the administration and supervision of the infant/toddler and preschool programs in accordance with school district policies and in compliance with State and federal regulations, including those outlined by the licensing agency.
- Supervision, hiring, and evaluation of employees in accordance with district policies and guidelines.
- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Order supplies needed for Early Head Start Program; monitor expenses of early childhood site; conduct annual inventory of program materials; assure fair distribution and rotation of program materials.
- Conduct safety inspections of child care facility and oversee correction to safety problems.
- Manage attendance sheets for students and staff.
- Contact substitutes to cover for a teacher or aide as needed; update substitute list with current hours substitutes are available; cover classes as necessary.
- Determine staff availability and staff schedule for weekly operations and optional care days; delegate preparation of program planning to staff.
- Collaborate with district administration to coordinate facility usage, safety and daily schedule.
- Organize and supervise children in playground activities in a safe manner; take children on walks.
- Maintain records and logs regarding children's schedule of activities, nutrition and health needs; communicate with parents regarding daily activities and/or concerns.
- Charge and discharge children; sign in and check out children to parents and guardians; check and verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Evaluate health of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district and licensing agency health policy.
- Plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child.

- Assess and ensure that the children's physical needs including holding, rocking, cleaning, diaper changing, toileting assistance, clothing, feeding, and nap and rest supervision; assist children with the development of self-help skills.
- Involve parents and families in student activities; provide information and referral services as needed; plan and conduct parent meetings as assigned; explain policies, procedures, rules and regulations as needed.
- Perform routine clerical duties such as filing, duplicating and preparing instructional materials.
- Participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic needs and characteristics of infants, toddlers and preschool children.
- Oral and written communication skills.
- Principles and practices of managing a child care program.
- Applicable laws, codes, regulations, policies and procedures.
- Proper evaluation methods.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines, and manage the schedules of subordinates.
- Work independently with little direction.
- Direct, manage, train and evaluate the performance of assigned staff.
- Establish and maintain working relationships with faculty, staff, parents, community members and others.
- Conduct effective program evaluations.
- Work confidentially with discretion
- Other duties as assigned.

EDUCATION AND EXPERIENCE: Bachelor's degree in early childhood education or closely related field preferred. Consideration may also be given to anyone having at least two years' experience working with infants, toddlers and children in supervisory capacity in an organized setting.

WORKING CONDITIONS:

- Classroom and outdoor environment.
- Outdoor play area with climbing structures, sand, and riding toys.

- Noisy at times.
- Standing for extended periods of time.
- Bending at the waist, kneeling, crouching, and crawling to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Lifting children and objects up to 40 lbs.
- Exposure to communicable diseases.

SALARY: \$32,000-\$36,000 depending on experience and other qualifications. In addition to base salary, the position also includes employer-paid retirement benefits and health insurance (medical, dental, vision) up to district cap. 240 day contract.

This position is considered a "Confidential" employee, and is therefore not part of the certified or classified bargaining units.