

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**PROJECT COORDINATOR, MIGRANT HEAD START**

**DEFINITION**

Under direction, the Project Coordinator, Migrant Head Start is responsible for independently providing child development and family support services to infants, toddlers, preschool children and their families; participate in organizing and implementing assigned projects and programs; and establishing and maintaining communication with staff, children, parents, and community social services agencies.

**SUPERVISION EXERCISED**

Exercise no supervision over County Office staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Conduct intake registration and need assessment interviews with families in the office, at their home, or at other locations as assigned.

Conduct monitoring to Family Child Care Homes and provide technical support as needed in order to provide quality care to young children.

Develops and deliver services to children and their families in coordination with the public and community agencies.

Provide guidance and resources to families to obtain needed services in regards to child's needs, problems and progress.

Evaluates the needs of migrant youths to determine needs and identify services available.

Work with the community and public agencies in planning, coordinating, and improving child care services.

Familiarity with Individual Family Service Plan (IFSP) and Individual Education Plan (IEP) in order to meet the individual needs of children with disabilities or special needs.

Develop and implement outreach plans.

Support young English language learners to naturally acquire English.

Perform follow-up with parents and/or families as needed by phone or in person, by conducting a home or work site visit during times that they are available, including evening hours as needed.

Assists families in registration for available Federal and State health programs.

Uses available technology and software to conduct outreach interviews.

Identify and disseminate information related to public policy issues affecting the local, state, and federal delivery of child care services.

Solicit funding for the program including grant writing and presentations.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)**

Prepare quarterly and/or other required reports.

Provide input in the preparation of program budgets.

Represent the program at community and state meetings.

Verifies eligibility requirement for migrant services by using COPA data system.

Assess health and academic needs of newly identified migrant youth.

Assists with health screenings, analyses results and enters data into database.

Inputs student data in multiple databases.

Conducts outreach and collaborates with partnering agencies and educational programs.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Background in child care, child development, early childhood education, and/or child care resource and referral.

Family Child Care licensing regulations.

Proper English usage, spelling, grammar, punctuation and vocabulary; report writing.

Computer usage; basic office procedures, policies, rules and regulations.

Principles and practices used in dealing with the public.

Basic mathematical principles.

Grant writing principles and practices.

English and Spanish fluency.

**Skill and Ability to:**

Plan and organize work to meet schedules and timelines.

Work under limited supervision within a broad framework of standard policies and procedures.

Use initiative and exercise sound, independent judgment in the application and follow through of County Office administrative decisions and policy making.

**Skill and Ability to (continued):**

Exercise flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly, concisely, orally and in writing in both English and Spanish.

Learn emotional needs of children with disabilities or special needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Identify training needs.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Operate modern office equipment, including computer equipment and applicable software programs.

Operate a motor vehicle safely.

**EDUCATION AND EXPERIENCE**

*Any combination of equivalent experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Training equivalent to a Bachelor's Degree from an accredited college or university with major course work in Early Childhood Education or Child Development.

**Experience:**

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving project coordination, community organization, functional and technical employee supervision, and public relations.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in multiple locations which includes the office, in the community or in the family home.

**Approval Date:** June 16, 2020