

REPORTS TO: ARESC HIPPY Program Coordinator

QUALIFICATIONS

- Bachelor's Degree (minimum) in Education (Early Childhood preferred), Social Work, Sociology, Psychology, or related field
- Pass a criminal Background and Child Maltreatment check
- Demonstrate excellent written and verbal communication skills
- Exhibit good listening, organizational and telecommunication skills
- Be customer service focused
- Demonstrate professionalism with the ability to work effectively under pressure
- Available to work some evenings
- Available to travel out of town for trainings and conferences
- Agree to complete required trainings
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require
- Career Ready Certificate is Preferred

SPECIAL KNOWLEDGE/SKILLS

- Ability to be dependable and report to work daily
- Exhibit characteristics of being self-motivated and student-focused
- Ability to follow oral and written directions
- Ability to establish effective working relationships and cooperatively work in a team
- Exhibit effective communication skills
- Possess a servant spirit and willing to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

JOB GOAL

To provide a high quality learning experience for every child we serve by focusing resources on the intellectual, physical, emotional, and social development of each child.

PERFORMANCE RESPONSIBILITIES

- Supervise up to 7 member staff
- Provide professional development training to staff on a weekly basis
- Organize and prepare for parent involvement group meetings
- Recruit parents for the program
- Help with the hiring process of staff
- Welcome visitors by greeting them in person or on the telephone; answering or referring inquiries
- Maintain safe and clean area by complying with procedures, rules, and regulations
- Contribute to team effort by accomplishing related results as needed
- Prepare monthly reports to be turned in to the Program Coordinator and funding sources
- Input and update COPA and ASQ data into computer during the program year
- Work with local, state, and federal resources as needed to meet the educational needs of each child
- Display ethical and professional behavior in working with students, parents, school personnel, outside agencies
- Other related duties, as assigned

TERMS OF EMPLOYMENT - 200 day contract