

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3219

TITLE: HEAD START COORDINATOR

GRADE: S-26

DEFINITION:

Under direction, to coordinate the administration of the County's Head Start Program; to administer and monitor local, non-County Head Start agencies' activities in the early childhood development and disabilities services; to plan and implement a variety of training programs for in-house and delegate agency staff; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The duties of this class, performed under the direction and supervision of a child care program administrator, are concentrated in the coordination, administration, and compliance areas and do not involve direct provision of program services.

ILLUSTRATIVE DUTIES:

Plans and coordinates delegate and grantee program Head Start activities which include areas of early childhood development and health and disabilities services;
Develops, oversees, and administers the annual program budget including revisions and amendments to ensure proper funding utilization;
Represents the Department during negotiations with Head Start funding agencies;
Plans and develops new program proposals;
Monitors federal legislation and performance standards and ensures that the County's programs are consistently in compliance;
Directs, develops, organizes, and conducts the annual monitoring and self-assessment of delegate and grantee agency Head Start programs;
Oversees the updating of the annual early childhood plan and curriculum in conjunction with parents, and delegate and grantee agency staff;
Coordinates and directs the development and implementation of Head Start training plans with delegate and grantee agency directors;
Coordinates and provides on-site training for delegate and grantee agency teaching staff and oversees the development of training modules;
Provides technical assistance to delegate and grantee agencies, committees, and advisory councils;
Directs and coordinates special projects as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administration and management principles and practices as they apply to early childhood education and child/family development programs;
Knowledge of group/team dynamics;
Ability to coordinate the activities and interests of community and local jurisdictional groups;
Knowledge of Federal, State, and County laws, regulations, and ordinances pertaining to the management and administration of Head Start programs;
Skill in the use of computer hardware and software;
Ability to establish and maintain effective relationships with applicants, employees, County

officials and/or citizen groups;
Ability to gather, analyze and present data;
Ability to speak and write effectively;
Ability to work as a team member.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four year college or university with a bachelor's degree in early childhood education, psychology, social work, or a related human services field; plus
Three years of professional level experience in programs specializing in child care or early childhood education;
A master's degree may be substituted for up to one year of the required experience.

ESTABLISHED:

September 7, 2000