



Serving Menominee, Delta, and Schoolcraft Counties  
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**From:** Sharon Reisner, Administrative Assistant  
**Date:** April 4, 2017  
**Subject:** Job Opening

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, has the following job opening in **Delta County**:

**EDUCATION COORDINATOR:** Full-time, salaried position starting at \$19.86 to \$20.64/hour [\$41,308.80 to \$42931.20/year] depending on education, experience, and credentials. Bachelor degree in early childhood education, elementary education with current teacher certification, or a field directly related to early childhood education required.

Preferred experience: (1) A minimum of two years of successful experience working in an early childhood setting with overall responsibility for child development services and supervision of staff, (2) EC teaching experience and/or experience in providing child development services through a home visiting model, (3) experience working within Head Start Standards and philosophies, and (4) knowledge of community resources and processes for delivering services to children with a suspected or diagnosed disability.

If qualified, please send your resume and a copy of your transcripts with the position applying for on the outside of the envelope to: KBReisner, 111 N. 5<sup>th</sup> Street, Suite B; Escanaba, MI 49829 to be received no later than Noon EDT April 24, 2017.

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**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY**  
**Job Description**

<b>Program:</b>	Early Childhood	<b>Reports To:</b>	Education Manager
<b>Job Title:</b>	Education Coordinator	<b>Supervises:</b>	Teachers, Home Visitors, Program Assistants, Center Aides, as assigned
<b>Job Location:</b>	As assigned		
<b>Job Classification:</b>	Exempt		

**QUALIFICATIONS**

**Experience:** Preferred: (1) A minimum of two years of successful experience working in an early childhood setting with overall responsibility for child development services and supervision of staff, (2) EC teaching experience and/or experience in providing child development services through a home visiting model, (3) experience working within Head Start Standards and philosophies, (4) knowledge of community resources and processes for delivering services to children with a suspected or diagnosed disability

**Education:** Bachelor degree in early childhood education, elementary education with current teacher certification, or a field directly related to early childhood education required.

**Other Factors:** A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds; **2]** stand/walk for 1-4 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing

and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must be available for flexible work hours to include days, evenings and/or weekends.

Must have reliable transportation, a valid driver's license with no more than six points and ability to travel throughout a three-county service area on a regular basis.

Must abide by state requirements for MI Child Care Licensing to include health requirements, Central Registry clearance and criminal history checks.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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### **Mission Statement for Child Development Managers**

As a lead member of the program's administrative team, the mission of an Education Coordinator (EC) in the MDS CAA Early Childhood Program is to establish and maintain a system that ensures the delivery of high quality child development/early education services that meet or exceed local, state and federal requirements. Key strategies will include effective coaching/mentoring and the clear communication of performance expectations in their work with teachers and home visitors. EC's will ensure quality through regular staff reflection and feedback sessions and through periodic formal assessment of staff performance.

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### **ESSENTIAL FUNCTIONS**

1. Develop and maintain a working knowledge of all relevant local, state, and federal regulations.
2. Facilitate the development and implementation of a comprehensive, developmentally appropriate child development and health curriculum with input from parents, early childhood professionals and other stakeholders.
3. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements through on-going policy development/implementation and the direct supervision of assigned staff to include: hiring recommendations, training, coaching, monitoring, evaluation, the development, implementation and monitoring of professional development plans, and administration of disciplinary action as needed.
4. Develop and maintain working knowledge of and appropriately apply relevant program policies in work with children, families, and staff.
5. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
6. Develops and maintains responsive and effective relationships with children, families, and staff.
7. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
8. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
9. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
10. Establish and maintain an effective and efficient record-keeping, reporting and monitoring system that ensures compliance with all child development regulatory requirements.
11. Provide the ECP Director with budget recommendations and monitor budget line items as assigned.
12. Development and implementation of ongoing professional development goals as approved and/or assigned.
13. Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation and sharing of information among local, state or national committees/advisory groups/boards to improve services to children and families.
14. Complete all documentation and reporting requirements in an accurate and timely manner.
15. Work as an active team member in planning, implementation, and evaluation of ECP goals and objectives.
16. Maintains regular and punctual work attendance.
17. Abide by all CAA/Early Childhood Personnel Policies.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended to be an exhaustive list of all duties that may be performed by such a person.