



<b>FOR HR USE</b>	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	998920

**D R A K E U N I V E R S I T Y  
J O B D E S C R I P T I O N**

NAME: VACANT

DEPARTMENT: SCHOOL OF EDUCATION TITLE: PROGRAM COORDINATOR  
HEAD START

REPORTS TO: SPVR TITLE: DIRECTOR-  
HEAD START

TO APPLY: Submit cover letter and resume to:  
Head Start  
Drake University  
3206 University Avenue  
Des Moines, IA 50311  
E-mail: [mary.middleton@drake.edu](mailto:mary.middleton@drake.edu)

**ESSENTIAL JOB FUNCTIONS**

- Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor the professional development of assigned staff. 15%
- Supervise assigned staff in the development and implementation of quality early childhood programming and family services. 15%
- Assure assigned programs are in compliance with federal, state, and local laws and rules. 10%
- Assist in the administration and management of Drake University Head Start. 10%
- Assist in development of job descriptions, interviewing, and selection of new staff, as well as conducting performance appraisals and maintaining files on assigned staff. 5%
- Develop and implement policies, procedures, programs and new initiatives for all functional areas, as assigned. 5%
- Promote broad public understanding and awareness of Drake University Head Start and its relationship to the community. 5%
- Empower staff members and encourage team effort. 5%
- Create and maintain accurate reports and records within applicable regulations and Performance Standards. Maintain confidentiality. 5%
- Coordinate activities or programs with University faculty and staff and outside agencies/consultants/vendors. 5%
- Monitor projects to insure maximum effectiveness and compliance. 5%
- Provide leadership in local, state, and/or regional organizations, as assigned. 5%
- Assist with program budgeting as requested. Ensure assigned programs stay within budget limits. 5%
- Follow legislative developments, trends, and issues that impact children and families. 5%

Perform other duties as assigned.

Comments:

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Ensure compliance with Federal Head Start Performance Standards, state and local regulations and rules.

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Ensure the confidentiality of all documents maintained in the department.

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Promote Head Start philosophy and initiatives.

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Prompt and regular attendance.

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The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

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**ESSENTIAL ELEMENTS**

EDUCATION:	Master's degree required. Graduate or undergraduate degrees in following areas - Early Childhood Education, Child Development, Early Childhood Special Education, Family Development, Human Services, Mental Health Education or related field. Evaluator's license or ability to obtain preferred.
EXPERIENCE:	Considerable: Minimum 3 years working with young children and families with direct classroom instruction; administrative and Head Start experience preferred.
OTHER ESSENTIAL TRAINING AND SKILLS:	Computer Experience (PC), Spreadsheet / Database Applications (i.e. Microsoft Excel Access, FileMaker), Word Processing Applications (i.e. Microsoft Word), Publishing Applications (i.e. PageMaker), Presentation Software (i.e. PowerPoint), State Driver's License
SCOPE OF MANAGEMENT:	Number of Direct Reports: - based on assigned program options.

**SCOPE**

COMPLEXITY:	Work is basically non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required to devise new methods to situations where previously accepted methods have proven inadequate.
CONSEQUENCE OF ERROR:	Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost computation, overpayment or improper utilization of labor, materials and equipment. Effect usually confined to the organization itself.
DECISION MAKING:	Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.
IMPACT:	Moderate Impact - Causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.

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**WORKING CONDITIONS & PHYSICAL EFFORT**

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.			X		
2. Lift objects weighing 21 to 50 pounds.	X				
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.			X		
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.			X		
10. Standing for more than two hours at a time.			X		
11. Twisting or turning head or back.				X	
12. Stooping, bending, kneeling, or crawling.				X	
13. Ability to reach and grasp objects.				X	
14. Manual dexterity or fine motor skills.				X	
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.			X		
19. Proofreading and checking documents for accuracy.					X
20. Using a keyboard to enter and transform words or data.				X	
21. Using a video display terminal.				X	
22. Working in a normal office environment with few physical discomforts.				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.	X				
26. Operating automobile or van.				X	
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.	X				