

Even Start Family Literacy Program
Coordinator
Job Description

PRIMARY PURPOSE:

Oversee all aspects of the development, implementation and management of the Even Start Family Literacy Program.

QUALIFICATIONS:

***Education/Certification:**

- **Minimum:** Bachelor's degree in education or related field
- **Preferred:** Master's Degree in education or related field

Special Knowledge/Skills:

- Strong communication, public relations and interpersonal skills
- Strong organization and time management skills
- Ability to be flexible and adapt to different situations in order to meet the needs of the families
- Basic computer skills
- Ability to communicate in native language(s) of program recipients

Experience:

- Experience in early childhood education, adult education, and/or intergenerational literacy models
- Experience supervising/managing staff of at least 10 employees
- Experience in fiscal/budget management, data reporting, and management information systems

MAJOR RESPONSIBILITIES AND DUTIES:

Program Management:

1. Provide leadership to a program that integrates early childhood education, adult education and literacy, and parenting education into a unified family literacy model
2. Ensure the identification, recruitment and services of families most in need of family literacy services
3. Provide leadership in the active recruitment of eligible parents in Title 1 elementary campus attendance areas
4. Coordinate ongoing opportunities for parental involvement through activities with schools and other programs
5. Design a program that accommodates participants' work schedule and other responsibilities
6. Encourage families to attend regularly and to remain in the program a sufficient time to meet their goals
7. Coordinate with community resources to provide transportation, food services and other support services in order to remove barriers for attendance by families
8. Effectively develop and communicate to participants and staff school guidelines for participant conduct and ensure that consequences are applied equitable to all participants
9. Provide screening and preparation of children and parents to enable families to fully participate in program activities and services
10. Operate program on a year-round basis, including instructional and enrichment services during the summer months
11. Provide and monitor integrated instructional services to families through home-based instruction
12. Establish a program that provides high-quality, intensive instructional programs that promote adult literacy and empower parents to support the educational growth of their children; and that uses instructional programs based on scientifically based reading research
13. Evaluate and provide instructional materials for the operation of the program which will enable the achievement of the goals of the program
14. Coordinate program with other programs assisted under Title I, adult education programs, and other programs such as Head Start, volunteer literacy programs, and other relevant programs
15. Maintain open lines of communication with parents, staff and other stakeholders
16. Establish an advisory board to help develop the mission and articulate a vision for the program
17. Attend community agencies' meetings, participate in their functions and serve on committees in order to maintain coordination of programs and services
18. Lead regularly scheduled staff meetings to ensure well-coordinated and effective delivery of project services to meet program objectives

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Program Accountability:

19. Provide for an independent evaluation of the program to be used for program improvement on an annual basis
20. Evaluate program effectiveness and provide documentation regarding progress by maintaining accurate, complete and correct records as required by law, district policy and administrative regulation
21. Ensure that all staff meet qualifications as set forth by Even Start guidelines/law
22. Provide special training of staff to develop the skills to work with parents of young children in the full range of instructional services; maintain records of all staff development events for reporting purposes
23. Submit quarterly programmatic reports through TESPIRS, respond to issues in AEGIS, and submit annual applications to secure continuation grant
24. Collaborate with adult education provider to enter all adult student information into ACES including demographic information, baseline and progress assessments, attendance and other applicable information
25. Collaborate with local education agency's PEIMS coordinator to ensure all children enrolled in Even Start are included in district's PEIMS submission
26. Assist in the planning and managing of a budget for the Even Start Program which will achieve the goals of the program
27. Prepare budget requests/revisions for submission for approval through funding organization's reporting lines
28. Attend business meetings for Even Start Coordinators as established by Texas LEARNS

Supervisory Responsibilities:

29. Communicate and promote high expectation levels for staff and student performance in an enabling, supporting way; provide proper recognition of excellence and achievement
30. Establish and maintain an environment which is conducive to positive staff morale and directed towards achievement of the program mission
31. Complete all paperwork necessary for hiring and terminating staff; and all other personnel procedures as required by funding agency
32. Mediate and facilitate effective resolution of conflicts in a timely fashion
33. Foster collegiality and team building among program staff; encourage active involvement in decision process
34. Assist in the recruitment, selection, and retention of minority and bilingual staff
35. Observe employee performance and conduct annual evaluations with all staff
36. Manage the use of office facilities; supervise maintenance of facilities to ensure a clean, orderly and safe office

Professional Conduct:

37. Provide for own professional development through an ongoing professional development plan
38. Participate actively in professional organizations and conferences to network and maintain liaison with other professionals at the national, state, and local levels
39. Conduct oneself in a professional, ethical manner, in accordance with generally accepted community standards; compile with TEA code of ethics
40. Maintain awareness of the latest research findings, materials, media, equipment, technology that may have merit for program improvement
41. Perform any other duties as assigned by the appropriate supervisor

WORKING CONDITIONS:**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Occasional district and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

* Educational qualifications in accordance with *The William F. Goodling Statute for Even Start Family Literacy Programs, Part B, Subpart 3 of Title I of the Elementary and Secondary Education Act (ESEA)*, section 1235 and guidance document provided by the U.S. Department of Education, September 2003; and *NCLB, P.L. 107-110, Section 1119, Highly Qualified Teacher Requirements and Paraprofessional Qualifications*.