Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 ● 39527 Reservation Highway 1
Morton, MN 56270
Cansayapi Otunwe

Lower Sioux Indian Community

Education/Mental Health/Disabilities Coordinator - Job Description

Title: Education/Mental Health/Disabilities Coordinator

Reports to: Early Head Start Director

Supervises: Home Visitor

Wage: $17.00

Summary:

Under the supervision of the Head Start Director oversees and directs the planning, organizing, and implementation of education services for children, with the aim of integrating Dakota language into the classroom-based and home-based options to establish a culturally affirming and effective ground for healthy child development at Lower Sioux. These services contribute to the increased social competence in children and the recognition and enhancement of parents as the primary educators of their children.

Duties:

- Perform the functions of this position with a strong understanding of the Early Head Start Performance Standards and the component plans; Head Start child development outcomes; and thorough knowledge and application of Developmentally Appropriate Practices;
- Translate all curricula into Dakota language and assist teachers in selecting and implementing lesson plans that support educational aims of the program—a foundation in Dakota language and lifeways and outcomes across the Head Start Early Child Learner Outcomes Framework.
- Deliver pre-service and monthly in-service training sessions to teaching staff;
- Monitor the implementation of all evidence-based curricula in the classroom;
- Supervise all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies;
- Supervise children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports;

- Supervise that Home visits and parent conferences are done per requirements and that they are used to discuss the child's individual development and progress, assisting the parents in developing observational skills and soliciting parent observations;
- Lead responsibility for implementing weekly Family/Community Dakota Language gatherings;
- Identify and prioritize materials and equipment needed in classrooms and playgrounds, and coordinate with director in making purchases;
- Coordinate the transition of children to Head Start, and assist with the children's transition to their next destination at the end of the season.
- Work cooperatively with other component coordinators to plan education services integrated with health, mental health, dental health, nutrition, parent involvement, and social services;
- Invite MHC to participate in the development and implementation of the specific plan for children with special needs.
- Schedules for MHC to be available for individual consultations for parents and staff and to make referrals, and postdates in advance.
- Allows the MHC to review the developmental screening and Behavior Checklist to identify concerns or delays, and give recommendations for follow up.
- Ensures that the Mental Health Activity Report & MHC Recommendations Report is submitted after each visit.
- With team members to provide training for parents on family, parenting, emotional development, family relations, and local services available.
- Schedules for MHC to assist children with special needs and their families, including, but not limited to, referrals.
- Ensures staff is trained in the Mental Health Services at Pre-Service and In-Service, according to the training requirements.
- Assists the transition of children and families receiving Mental Health Services to their next destination, ensuring a smooth and efficient process, with full parental participation.
- Attend staff training and meetings, and board and parent meetings as requested;
- Assist individual staff members in identifying their training needs, and improving their knowledge and abilities;
- Participate in the development of I.E.P. (Individual Education Plan) or I.F.S.P.'s (Individual Family Service Plan);
- Assist in recruiting and orienting volunteers, providing them with guidance as needed;
- Complete and submit required reports in a timely and accurate fashion;
- Actively participate in the development and implementation of the Teacher Professional Development Plan with the Early Learning Coach;
- Assure that files and documentation are complete, accurate, and confidentially maintained; and,
- Perform other duties, as may be required.
- The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education & Experience:

- Baccalaureate or advance degree in early childhood education, child development, or education.
- An advanced degree in education (preferred)
- Experience in coordinating or conducting mental health and disability services.
- At least 3 years' teaching experience.
- Have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education;
- Have education or experience in collaborating with parents in the education of their children.
- Demonstrated commitment to creating educational opportunities for Lower Sioux and Native children that align with and sustain Dakota language and lifeways.
- Have education or experience in collaborating with parents in the education of their children.

Additional Requirements:

- Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in: training, evaluation, and program development;
- Requires effective interpersonal and oral communication skills for supervisory duties;
- Requires effective writing and oral communication skills to conduct meetings and training sessions, and to prepare reports that are clear, complete, comprehensive, and use good grammar and punctuation;
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;

Disclaimer:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____