

<b>Policy Number:</b> JD 004	<b>Title:</b> Early Childhood Coordinator of Health and Safety Services
<b>Performance Standard:</b> 1302.91(d)(1)	<b>Original Date:</b> 5/2014
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 11/11/14 8/2017

**QUALIFICATIONS:**

- BA in Early Childhood Education or a related field; or Registered Nurse, with community or school background preferred.
- Pre-employment physical with TB skin test.
- KBI Criminal Record Check

**REPORTS TO:**

Director of Early Childhood Program

**SUPERVISES:**

Nutrition Staff & Health Secretary

**JOB GOAL:**

Work with parents and staff to meet the health needs, (physical, dental, and nutritional) of the Early Childhood children and families.

**ESSENTIAL FUNCTIONS:**

1. Follow up on parent and child referrals for individual health/nutrition assistance.
2. Oversee the nutritional needs of the children and any menu changes that are indicated by collaborating with community nutrition specialists, school food service employees and parents.
3. Educate families on nutrition and health information through newsletters and activities.
4. Write and update medical/dental care plans for the Head Start/Early Childhood environment.
5. Update and implement medical/dental and nutrition work plans.
6. Recruit members and facilitates the Health Advisory Committee. Organize meetings for each county.

7. Monitor the paperwork on the medical and dental history of each child, working with parents on follow up when it is necessary.
8. Ensure all health screenings (hearing and vision) are completed within 45 days of each child's enrollment, through direct screening or collaboration of screening, and ensure this information is shared with parents.
9. Locate additional resources within the community to help meet the health, dental and nutritional needs of the children.
10. Ensure that each classroom has emergency information, first aid kits, and children's pertinent medical information posted in a current and appropriate manner.
11. Attend workshops and training as needed.
12. Assists the Director with the implementation and updates of work plans, policies & procedures. Train staff to implement these.
13. Assist teachers in planning health and nutrition curriculum and activities for the classroom.
14. Promote health and safety practices in the program. Ensures that the health and safety checklist is completed at all sites four times per year.
15. Provide oral health education to teachers and families. Ensure dental practices in the classrooms are appropriate.
16. Collect and analyze the heights and weights of all children, two times per year. Families of children with high or low data will receive information to help support health eating habits.
17. Participate in Community Child Find Screenings when necessary and assists community partners when able.
18. Make referrals for health coverage, prescription requests and physician's orders when needed.
19. Collect and monitor immunizations. Ensure families are making immunization appointments to keep the child up to date.
20. Understand and ensure compliance of CACFP guidelines and perform site visits.

21. Serve as the CACFP coordinator. Develop a CACFP management plan and file CACFP claim/ or over see it.
22. Participate and assist with the annual Self-Assessment and the Community Needs Assessment.
23. Track staff completion of Bloodborne Pathogen training, Hepatitis shots, physicals and TB records.
24. Supervise meal attendance is done on a daily basis.
25. Delegate, train, and monitor the proper administration of medication.
26. Monitor contracted transportation is compliant with Head Start regulations.
27. Monitor contracted food service is compliant with Head Start regulations.
28. Additional duties as assigned by the Early Childhood Director.
29. Maintain communication with family advocates regarding ongoing needed exams, treatments, immunizations, nutrition assessments, and lab results (hemoglobin/lead).
30. Obtain growth assessments for all students two times yearly: fall and spring. Record all data in ChildPlus and print growth assessment charts with each assessment and include in child's file under the nutrition tab.
31. Maintain current yearly training in infant child and adult CPR and First Aid.
32. Track employee health records and update in records at Central Office and in ChildPlus. Items in files should include: physicals, TB skin tests, hepatitis immunizations or refusals, CPR certification, First Aid certification.
33. Authorized to file claims for CACFP if necessary.

**TERMS OF**

**EMPLOYMENT:** Assistant Director contract of 198 days and other benefits in accordance with board of education policy and negotiated agreement appropriated over twelve months. Please look at

**EVALUATION:** Performance of job will be evaluated in accordance with board policy.