



## HEAD START COORDINATOR (EDUCATION) (SUPERVISORY)

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at [www.seta.net](http://www.seta.net).



We are looking for a Head Start Education Coordinator (Supervisory) to provide support and direct supervision for the Early Head Start Home Visitors. Early Head Start home visitors provide home based services to pregnant women and children up the age three, in the family's home. This position will supervisor 12 home visitors and provide oversight to ensure all Head Start and Early Head Start Performance Standards are met.

**Position Summary:** Under general direction, the Head Start Coordinator (Education) (Supervisory) oversees, manages, organizes and monitors the proper delivery of educational services to the Head Start and Early Head Start (EHS) education programs and options; prepares and updates policies and procedures; monitors and ensures compliance with local, state, and federal regulations and standards, and Head Start/EHS service area plans; develops and implements required training and education to Head Start/EHS staff; represents Head Start and EHS education programs in interactions with other SETA departments and staff, governmental and private agencies, consultants, parents, and other outside organizations; and performs related duties as assigned.



### Examples of Duties:

- Provide leadership, direction, and supervision of comprehensive mental health and disabilities intervention services to content staff
- Ensure compliance with state and federal guidelines related to special education services in educational settings
- Maintains understanding of current issues and regulations in early childhood education related to mental health and disabilities, and has a working knowledge of IEP/IFSP and referral processes at local school districts
- Compiles data analysis for reporting and program improvement plans
- Plans and delivers professional development opportunities to direct staff and education team
- Conducts internal audits of data and documentation to make sure information and processes are accurate

- Works with Program Officers to ensure Intervention Specialist caseloads are managed, and services are happening at sites
- Contributes to annual Self-Assessment in content area
- Provides support to Delegate agencies on mental health and disabilities related needs

**Starting Salary:** \$30.08/Hr. to \$38.39/Hr. (New employees typically are hired at the first step. SETA's pay scale consists of six steps, each step increase is on an annual basis.)

**Benefits:**

Medical Benefits (6 plans to choose from)  
 Dental Benefits  
 Life Insurance  
 Vision Insurance  
 Health Savings Account (HSA)  
 Modern Health (Mental Wellness Program)  
 Tuition Reimbursement: up to \$1500 annually  
 Access to the Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)  
 Retirement Health Savings Accounts and 457 plans  
 Paid Holidays (13)  
 Paid Vacation  
 Paid Sick Leave  
 Paid Personal Leave  
 Paid Jury Duty  
 Regional Transit Monthly Pass Reimbursement  
 Modern Health (Mental Health Wellness Program)

**Minimum Qualifications:**

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least five (5) years of experience as an Early Childhood Head Teacher or Center Director preferable, including two years in the Head Start program, or two (2) years of successful supervisory experience in a similar program assisting the Early Childhood Development of young children;



**Education:**

- I. Bachelor's or advanced degree in Early Childhood Education;
- OR
- II. Possession of a Bachelor's or advanced degree in any field related to child development and possession of a Child Development Site Supervisor Permit or higher as verified by the State of California Commission on Teacher Credentialing.



**SPECIAL REQUIREMENTS:** Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

**WHO MAY and HOW TO APPLY: This is an Open Recruitment.** Open to the public as well as current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at

[Click Here to Apply](#)

**Posting Date: Tuesday, July 16, 2024**

**Final Filing Date: Tuesday, July 30, 2024 by 5 p.m.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check.

SETA will not accept applications electronically submitted after the deadline. Auxiliary aids and services are available upon request to individuals with disabilities. SETA is an Equal Opportunity Employer.