

## POSITION DESCRIPTION

TITLE: FACE Coordinator DATE: November 1, 2000

DEPARTMENT: FACE DATE REVISED: May 30,2001

DIVISION: na

POSITION SUMMARY: The FACE Coordinator ensures the FACE program meets the legal requirements of the Bureau of Indian Affairs.

SUPERVISION RECEIVED: Principal

SUPERVISION EXERCISED: FACE staff: Adult Education Teacher, Early Childhood Teacher, Early Childhood Coteacher, 3 Parent Educators

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and submit yearly application
- Prepare budget, keep cuff account
- Submit monthly program report to BIA and program evaluators
- Supervise staff
- Order supplies & equipment (do Purchase Requisitions)
- Attend necessary trainings and meetings
- Arrange travel (Air travel authorizations, per diem, etc.) for self and staff
- Advertise and recruit families to participate (home visits)
- Observe all staff regularly (home visits also)
- Facilitate on-site technical assistance visits as required
- Facilitate weekly team meetings
- Ensure program requirements are met
- Collaborate with other agencies and programs
- Plan (with FACE staff) and facilitate monthly Parent meetings
- Write articles on program activities for newsletter

### PERIPHERAL DUTIES:

- Attend staff meetings.

### DESIRED QUALIFICATIONS:

Education: Bachelor's Degree with Michigan Teaching Certificate,  
Administration Endorsement

Experience: Previous teaching experience; experience working with families is preferred.

Knowledge: FACE program requirements; knowledge of Early Childhood and Adult Learners

Skills and abilities:

Cultural awareness and appreciation  
Professional  
Supervisory Skills  
Ability to listen and facilitate problem-solving  
Willingness to attend training and staff development sessions  
Flexibility and creativity  
A sense of humor  
Pleasant personality, eagerness to work with both children and their parents  
Able to work in a team setting  
Ability to maintain records as required  
Respect for students  
Able to maintain confidentiality.

**TOOLS AND EQUIPMENT USED:** Computer, digital camera, TV/VCR, fax machine, copy machine, etc.

**PHYSICAL DEMANDS:** Able to get down on the floor with infants, toddlers, and preschoolers; able to travel to required trainings; able to handle stress. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** School - office & classrooms, and homes.

**SELECTION GUIDELINES:** Letter of application and resume, proof of teacher certification, oral interview, background and reference checks.

Signature^ \_\_\_\_\_ Date  
(Employee)

Signature\_ \_\_\_\_\_ Date  
(Supervisor)

Signature \_\_\_\_\_ Date  
(Director)