SIU Carbondale
Position Description

Employee's Name: ______________________________ AIS ID: ____________________________

Position Information:
Position Title: Program Coordinator (Social Emotional Coach) Position #: __________________
Department: Head Start

This position is:  ☐ Administrative/Professional Staff (A/P)  ☑ Civil Service Staff

Reason for Position Description

☑ New Position
☐ Existing Position Duties Revised
☐ Newly Hired Employee
☐ Requested by HR for State Universities Civil Service System Compliance

Action Requested:

☑ Review for Appropriate Title/Classification
☐ None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED
☐ Other: ____________________________________________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:
Signature __________________________ Print Name __________________________ Date ________

Supervisor:
Signature __________________________ Print Name __________________________ Date ________

Dean/Director:
Signature __________________________ Print Name __________________________ Date ________

Vice Chancellor:
Signature __________________________ Print Name __________________________ Date ________

Chancellor/President:
Signature __________________________ Print Name __________________________ Date ________
(if required)

FOR HR USE ONLY

HR Approval: __________________________ Date: __________________________
or

DER Approval: __________________________ Date: __________________________

Title Code: ___________ EEO Code: ___________ Job Code: ___________ FLSA: ___________

hro1020 01/23  IPEDS: ___________ Security or Safety Sensitive: _____ Page 1 of 4
1. DUTIES AND RESPONSIBILITIES List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. List in the order of importance.

1. Travel within service area at least three days per week to provide direct guidance to program staff in effective ways to work with and support children in advancing developmentally appropriate social-emotional skills.
2. Assist the Disabilities and Mental Health Coordinator in the entry, analysis, and reporting of Behavior Incident Reports and provide support to teaching staff based as indicated.
3. Assist in the implementation of the Pyramid Model, including training staff, participating in team meetings, and developing policies related to social-emotional regulation.
4. Process the program's social-emotional screenings (Devereux Early Childhood Assessment) and use outcomes to support classrooms.
5. Support the implementation of the program's Comprehensive Wellness Plan.
6. Acts as a classroom teacher as needed.
7. Monitor the consistent delivery of active supervision in the classroom and immediately reports any concerns to the Center Director.
8. Contacts the DCFS hotline in cases of suspected child abuse and/or neglect.
9. Perform other duties, as needed.
2. **HUMAN RESOURCES FUNCTIONS**

2.1. Specify the number of employees reporting directly to this position.

   Head Count: 0  FTE: 0

2.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees.

   Head Count: 0  FTE: 0

3. **PRINCIPAL CHALLENGES** Describe the nature and variety of the most complex problems that are faced by this position.

   1. This position serves teachers at the program's four centers, which requires effective planning and use of time to ensure job duties are met.
   2. The program is experiencing an increase in the amount and severity of child challenging behavior. Success in this position will require patience and care for the children and staff at all times.
   3. Like many child development programs across the country, Head Start is facing a critical staff shortage. Staff shortages can translate into a lack of continuity in the classroom, impacting the effectiveness of the work to be done.

4. **POSITION SCOPE** Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

   *(For AP or Civil Service custom classes ONLY)*

4.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, (e.g. fiscal officer, delegated fiscal officer, makes recommendations, etc.)

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4.2. Other scope measurements pertinent to this position, (e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.)

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5. **QUALIFICATIONS** Minimum education and work experience (including years) to qualify for position. *(For AP or Civil Service custom classes ONLY.)*

1. Bachelor's degree in special education, early childhood, social work or related field
2. Two years of experience working with children aged three to five with challenging behavior

6. **OTHER** Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations required by the job; or anything else which may be significant to the function of this position.

1. Knowledge of the Pyramid Model and trauma-informed practices will be important for success in this role.
2. Local travel will be extensive. As such, a valid driver's license will be required.

7. **ORGANIZATIONAL STRUCTURE** Please attach a current departmental organizational chart.