



EARLY CHILDHOOD HEALTH AND PHYSICAL ACTIVITY COORDINATOR

The National Head Start Association (NHSA) is a private not-for-profit membership organization dedicated to meeting the needs of Head Start children and their families. Located in Alexandria, VA, NHSA represents more than 1 million children, 200,000 staff and 2,600 Head Start programs in the United States. The Association provides support for Head Start stakeholders by advocating for policies that strengthen services to Head Start children and their families, by providing training and professional development to Head Start staff, and by developing and disseminating research, information, and resources that enrich Head Start program delivery.

NHSA has developed a health and physical activities initiative, GoSmart, designed specifically for the Head Start community and aims to improve the health outcomes of pre -school children, ages 0- 5 years old, and their families through the dissemination of high quality early childhood physical activity program.

PROJECT SUMMARY: The Early Childhood Health and Physical Activity Coordinator's primary responsibility is to coordinate activities between the National Head Start Association and Head Start programs implementing the Go Smart initiative in multiple cities, including San Diego, Los Angeles, Chicago and New York.

This is a seven (7) month project, starting January 2, 2011 through July 31, 2011.

DUTIES AND RESPONSIBILITIES:

- Coordinate activities of Head Start programs implementing the Go Smart initiative in multiple cities, including Chicago, Los Angeles, New York, and San Diego .
- Coordinate, oversee and supervise activities of Go Smart Coaches (training facilitators) in these cities. This includes observing coaching practices, providing technical assistance through reflective supervision and completing monthly observation forms
- Primary liaison between NHSA, Head Start program administrators, staff, teachers, parents, and Go Smart Coaches.
- Work with Head Start program Specialist and Go Smart Coaches to coordinate at least 3 Head Start staff trainings and 3 Head Start parent trainings for each of the participating Head Start programs.
- Work with Head Start program supervisors and Go Smart training facilitators to ensure the appropriate number of technical assistance visits are scheduled and occur.
- Conduct quality assurance visits to ensure proper and effective implementation of Go Smart initiative. Including, completing monthly formal observations of each Go Smart classroom using the Go Smart Rating Scale and collecting evaluation data as necessary.



- Provide monthly progress reports for each Head Start program's progress with implementation of Go Smart initiative.
- Manage Head Start program's profile and all accompanying paperwork and documentation.
- Follow up with previous Go Smart programs; survey Head Start field and stay abreast of current needs/trends.
- Contribute to and participate in Go Smart site trainings, and occasionally during national conference presentations.

SKILLS, KNOWLEDGE and ABILITIES:

- Development and implementation of quality initiatives or programs that focus on improving the quality of care for children 0-5 and their families
- Knowledge of best practices relating to Child Health and Physical Development and Nutrition
- Excellent written and verbal skills
- Ability to work independently as well as in a team structure
- Extensive travel required including overnight trips
- Ability to prioritize tasks and be flexible to change
- Ability to analyze and resolve implementation challenges in a reasonable timeframe based on best practices
- Highly motivated and energetic; ability to physically participate in active trainings
- Excellent interpersonal skills and capacity to work with diverse cultures and populations

EDUCATION and EXPERIENCE

- Bachelor's degree in Early Childhood Education or related field
- A minimum of 2plus years of supervisory experience
- Experience with evaluating early childhood programs, monitoring curricula and determining staff training needs
- Experience in providing professional development training and/or technical assistance for Parents, Teachers and Teaching Assistants is a plus.

Interested applicants should submit a resume and cover letter, to tlloyd@nhsa.org or fax 703.739.0878, detailing how applicant's experience provides a match for the requirements of the position.