



MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

Early Literacy

Job Title: Early Literacy Data Coordinator
Department: Early Literacy
Reports to: Early Literacy Coordinator/Project Director
FLSA Status: Non-Exempt
Salary Range: \$35,000-\$40,000
Prepared Date: 10/27/2020

Approved By: _____ Date: _____
Chief Executive Officer

Supervisor: _____ Date: _____

Employee: _____ Date: _____

Summary:

Under the direction and supervision of the Early Literacy Coordinator/Project Director, the Early Literacy Data Coordinator directly supports the Early Literacy (EL) project for Maui Family Support Services, Inc. (MFSS) with the grant from the Hawaii Comprehensive Literacy State Development (CLSD) Early Literacy Project. The goals of the Hawaii CLSD Early Literacy Project is to supplement current early literacy efforts with innovative strategies to: (1) advance the foundational language and literacy skills in our youngest keiki; and (2) engage families to support their children's development and learning, targeting the most vulnerable and underrepresented communities.

Objectives: The Hawaii CLSD program objectives are to:

- (1) Enhance birth to grade 12 literacy outcomes for our most disadvantaged students;
- (2) Implement evidence-based literacy practices with fidelity;
- (3) Ensure sub-grantees develop evidence-based literacy plans;
- (4) Enhance data-driven decision-making; and
- (5) Engage families in supporting their children's literacy and language development.

Essential Duties and Responsibilities:

1. Assist the EL Coordinator/Project Director in setting up professional learning activities.
2. Provide training and technical assistance to the participating project partners as directed by the EL Coordinator/Project Director.
3. Facilitate the implementation of approved literacy activities and assist in monitoring project outcomes as directed by the EL Coordinator/Project Director.
4. As directed by the EL Coordinator/Project Director, assist in collecting information via surveys, interview, and/or assessments on gains in children as well as teachers' and administrators'

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capacity to provide effective language and literacy instruction and assist in reporting the findings as required for program evaluation.

- Coordinate, collect, monitor, and manage the child, teacher, and family level data from all the project partners and ensure data inputting is done accurately and timely.
 - Conduct ongoing monitoring of data collection from all EL partners.
 - Meet with individual participating project partners.
5. Participate in Implementation meetings with the project teams and community partners.
 6. Participate in the development and establishment of a data-sharing agreement between MFSS, the participating partners, and HIDOE and Hawaii P-20.
 7. Assist the EL Coordinator/Project Director in developing the Literacy Plan, Implementation/Evaluation Plan, Professional Learning Plan, and advance the early literacy project plan.
 8. Participate with the EL Coordinator/Project Director in networking, facilitating, and collaborating with other community and state-based literacy efforts, including CoMMIT for Keiki, Islands of Hope, and Hooikaika Partnership.
 9. Assist the EL Coordinator/Project Director in preparing reports, as assigned.
 10. Attend training and meetings as needed and requested.
 11. Work collaboratively with the EL team and partners to ensure high-quality early childhood education and development services that promote positive outcomes and comprehensive school readiness of children including dual language learners.
 12. Attend staff meetings and participate in agency in-service training and other meetings as required.
 13. Keep current on best practices and trends in child development and early literacy development.
 14. Participate in program planning including Performance Quality Improvement (PQI), ongoing monitoring, Self-Assessment, and Community Assessment.

Employee Standards

Customary Compliance

1. Adhere to administrative and program rules, policies, procedures, and objectives.
2. Assist in the care and maintenance of program equipment and supplies.
3. Consistently report to work on time and ready to work at the appointed start time.
4. Provide proper notification when late or absent.
5. Adhere to and abide by the agency's Code of Ethics.
6. Report to work well-groomed and in compliance with the agency's dress code.

Fiscal Responsibility

1. Adhere to productivity guidelines for program and agency.
2. Manage equipment, materials, supplies, and time within a budget.
3. Submit timesheets, disbursement requests, and other fiscal forms accurately and on time.

Performance and Quality Improvement

1. Use the values, philosophy, tools, and techniques of Performance and Quality Improvement (PQI) to support the organization's quality in all daily work.
2. Actively participate in PQI education and ensure staff receives relevant training.
3. Actively participate in committees, teams, and task-forces as requested.

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4. Develop action plans for performance improvement and understand what is necessary to meet program's needs and expectations.

Mission

1. Demonstrate the ability to interact positively and helpfully with participants, visitors, volunteers, and staff.
2. Respect the dignity of all by maintaining their privacy, respecting confidentiality, and maintaining appropriate boundaries.
3. Exhibit a commitment to the organization's mission.
4. Reflect a commitment to building a supportive work environment and maintain a positive attitude in the workplace and toward the job.
5. Project a good image in dealing with the public and is willing to make an extra effort to help build quality and caring social services organization.
6. Demonstrate the ability and sensitivity to work with diverse cultures within the community.

Effective Communication

1. Demonstrate effective communication skills by conveying necessary information accurately and concisely, listening effectively, and asking pertinent questions.
2. Communicate effectively with other programs and staff, both orally and in writing; can read and understand written material and able to write effectively to meet the job requirements.

Staff Relations

1. Establish and maintain cooperative relationships with participants, staff, and others using a humanistic attitude (anticipates needs, is respectful, caring, and courteous).
2. Teamwork: interact with fellow workers in a way that promotes a harmonious and cooperative working environment.

Environmental Safety

1. Adhere to safety, health, and regulatory requirements as described in the administrative and program operations and policies and procedures.
2. Report incidents and unsafe work conditions to the supervisor.

Qualifications:

Education and/or Experience:

At least a Bachelor's Degree in Early Childhood Education (ECE) or related field with experience working in early childhood, education, and/or family services. Must be computer proficient with the ability to aggregate and analyze data. Must have experience in data collection and monitoring, literacy development, working with diverse learners and populations, and familiar with community-based organizations and agencies serving families.

Preferred: Experience using Teaching Strategies Gold online assessment, Ages and Stages Questionnaires (ASQ), other ECE standardized screening and assessment tools. Familiar with data systems and creating data monitoring systems.

Must be well organized, self-motivated, and can work with little supervision. Good verbal and written communication skills necessary, computer proficiency, and ability to aggregate and analyze data desired. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other qualifications listed below are needed to adequately fulfill essential job

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duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current and valid driver's license.
- Current and clean driver's abstract.
- Current automobile insurance and registration.
- Current CPR/FA certification.
- Current TB clearance.
- Computer literate in Microsoft Word, Excel, and a variety of virtual online platforms.

Language Skills:

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present and respond to questions from groups of managers and governance body.

Reasoning Ability:

Ability to solve practical problems and deal with many variables that may arise. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. Mostly sedentary work, occasional reaching, stooping, bending, kneeling, or crouching. The employee should have the manual dexterity to accomplish all aspects of clerical functions, such as filing, typing, Xeroxing copies, etc. The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Little exposure to temperature, noise, or environmental extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.