

## Southwest AR Education Cooperative Job Description

Job Title:	ABC/HIPPY Coordinator	Wage Status:	SWAEC Salary Schedule
Reports To:	SWAEC Director	Days:	195
Dept./School:	Main Building	Date Revised:	June, 2022

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### **Primary Purpose:**

The ABC/HIPPY Coordinator will be responsible for coordinating efforts within the cooperative area to supervise, support and administer the home based instruction program providing services to preschool aged children ( three through five years old ) through instruction both a classroom setting and in the home setting and by working with the child's parent/guardian. This position will also manage the administration of ABC/HIPPY operations and assign ABC staff and Home Based Educators daily responsibilities.

### **Qualifications:**

#### ***Education/Certification***

A bachelor's degree required  
Computer skills needed

#### ***Special Knowledge/Skills***

- \*Ability to manage budget and personnel
- \*Ability to organize and facilitate meetings and professional development with ABC staff, Parents and Home Based Educators
- \*Ability to interpret policy, procedures, and data
- \*Exceptional organizational, communication, public relations and interpersonal skills

### **Supervisory Responsibilities:**

- \*Exercise general supervision over all SWAEC ABC staff and Home Based Educators.
- \*Be accountable to the SWAEC ECH Coordinator, director and board of directors.

### **Major Responsibilities and Duties:**

#### Part 1 - Major Duties and Responsibilities

1. The ABC/HIPPY Coordinator is responsible for the implementation of ABC and HIPPY within the cooperative region.
2. The ABC/HIPPY Coordinator is responsible for recruiting families
3. The ABC/HIPPY Coordinator is responsible for performing the initial intake for potential participants.
4. The ABC/HIPPY Coordinator is responsible for evaluating, training and supervising personnel.

5. The ABC/HIPPY Coordinator is responsible for ensuring that staff meet appropriate training certification and professional development requirements.
6. The ABC/HIPPY Coordinator is responsible for preparing for site visits from trainer(s) and yearly site visit from accreditation agencies
7. The ABC/HIPPY Coordinator is responsible for developing and maintaining the ABC/HIPPY grant applications, program approval, budget and financial reports annually.
8. The ABC/HIPPY Coordinator is responsible for purchasing supplies and materials for the classrooms, home visits, group meetings and office management.
9. The ABC/HIPPY Coordinator is responsible for making periodic classroom and home visits.
10. The ABC/HIPPY Coordinator is responsible for working with various agencies throughout the region.
11. The ABC/HIPPY Coordinator is responsible for participating in appropriate conferences and workshops, professional development, staff meetings, local, state and national conferences in an effort to maintain a high level of professionalism.
12. The ABC/HIPPY Coordinator is responsible for writing newsletters and memos to families.

#### Part 2- Professional and Personal Characteristics

1. Show enthusiasm and initiative in the performance of administrative responsibilities.
2. Deal with difficult and unpleasant situations with courage, objectivity, and candor.
3. Demonstrate an ability to provide leadership and exercise good judgment.
4. Demonstrate good organizational skills.
5. Be highly motivated, a self-starter, and expend the effort necessary to carry out the responsibilities of the position.
6. Demonstrate appropriate use of written and oral communication skills.
7. Demonstrate efficient use of time.
8. Demonstrate a high level of work ethic.
9. Demonstrate the ability to make decisions promptly in accordance with basic goals of the organization.
10. Adhere to all regulations and policies of the organization.
11. Demonstrate a professional presence when using personal and cooperative social media accounts.
12. Carry out other duties as assigned by SWAEC Director.

#### **Working Conditions:**

##### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress

Frequent local and statewide travel as well as some nationwide travel

Frequent prolonged and irregular hours

**Terms of Employment:** 195 day contract; salary based on SWAEC salary schedule

#### **ACKNOWLEDGMENT**

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

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Printed Name

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