



Tap In Leadership Academy  
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## **TAP IN LEADERSHIP ACADEMY**

### **TAP IN PREP ACADEMY (HEAD START) COORDINATOR**

#### Job Description

#### **General Overview:**

The Tap In Prep Academy (TIPA) Coordinator is responsible for providing Head Start services to children and families enrolled in Tap In Prep Academy. Successful candidates possess excellent organizational and interpersonal skills, and the ability to communicate effectively in both Spanish and English. This position requires an individual with impeccable judgment, a passion for Tap In's mission, and a keen eye for details.

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

- Recruit and register eligible children of migrant and seasonal workers.
- Assist parents to obtain social services.
- Serve as a liaison between parents and Tap In Prep Academy, providing translation, transportation, and relaying communication including explaining parents' rights and obligations in a Head Start program.
- Cooperate with parents to arrange medical, dental, or nutritional examinations and immunizations, and coordinate any further treatment needed. (Obtains parents' written permission for any procedure or release of information.)
- Immediately refer children suspected of having a disability to the TIPA Director and the Disabilities Coordinator, and follow their guidance for providing services.
- Maintain records, and prepare and send reports.
- Perform other duties as assigned.

#### **Qualifications:**

- Bachelor's degree or equivalent, with at least six credit hours or equivalent training in child and family development, social work, public health, or a similar field.
- Expert level written and verbal communication skills in Spanish and English.
- Must possess excellent communication and interpersonal skills with the ability to maintain professional, working relationships with parents, community members, and Team Members.



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- Must maintain a working knowledge of community resources and the social services system.
- Must possess excellent communication and interpersonal skills with the ability to maintain professional, working relationships with parents, community members, and Team Members.
- Must be highly organized and detailed orientated with strong time management skills.
- Must have a valid Illinois driver's license, auto insurance, and regular use of car.
- Forward thinker, who actively seeks opportunities and proposes solutions.
- Excellent computer and technology skills and proficient in Microsoft Suite.
- Background/Fingerprint and Health Clearance.

**Hours:**

The TIPA Coordinator position is full-time, with regular evening and weekend hours as necessary.

**Compensation:**

Hourly; compensation based upon experience.

**To Apply:**

Please visit [tapinacademy.org/employment](http://tapinacademy.org/employment) to apply.