

NESD Head Start Program, Inc.
Position Result Description – Education Manager

Education and Experience: The Education Manager must have a Baccalaureate or Advanced Degree in Early Childhood Education or a Baccalaureate or Advanced Degree and equivalent coursework in early childhood education with early education teaching experience. This person must have good verbal and written communication skills.

Qualifications: The Education Manager is to have a working knowledge of the developmental needs of children; able to work closely with other professionals, Head Start staff, parents and volunteers; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times. The Education Manager should have basic computer skills and be willing to learn and use Head Start specific software.

Physical Requirements: The Education Manager must be able to lift 50 pounds. Extensive driving is required.

Work Schedule: The Education Manager is expected to work as per contract in accordance with the annual calendar.

Supervision: The Education Manager is supervised by the Head Start Director.

Evaluation: The Director will evaluate the Education Manager's job performance two times in the first year and one time per year, thereafter.

Salary Range/ Increments: The starting salary for this position is \$18.86 per hour. The Education Manager shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the Program funding level and the individual's years of experience with the Program.

Children and families will always rank first in this Head Start Program, above all defined duties, perceived responsibilities and / or personal priorities!

Position Objectives:

1. To supervise Education Coordinators ensuring the provision of comprehensive Head Start services – overall development, education, health, nutrition, socialization, transition and family involvement.
2. To work with the parent and other Head Start staff as a member of the team to identify services needed and to increase the support/assistance to staff that work with children and families on a day to day basis.
3. To guide the planning and implementation of a comprehensive child development program that meets the Head Start definition of curriculum in all program options and settings.
4. To put into practice theories and sound principles of child and adult education.
5. To embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.
6. To monitor & maintain facilities to ensure safety, standards, cleanliness, and optimum functioning for the Head Start children and staff.

KEY RESULT AREA #1: Education Coordination

Objective: To continue developing and evaluating a quality educational program, using sound child development practices, current educational directives and the needs of the children in the program.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Evaluate and update School Readiness Plan and goals, using the needs of the community, children in the program and overall needs.
2. Evaluate and update home base and center curriculum and assessment to reflect the most current early childhood education research and the Head Start Performance Standards and directives for ongoing program development.
3. Work with Education Coordinators, Health and Nutrition Coordinator to complete/assist with the appropriate child development, behavior and health screening within the required time frame.
4. Work with Education Coordinators in arranging the necessary services for children with an identified need (including but not limited to developmental, social, behavioral) and continue to follow up with staff and families concerning those services and the children's progress.
5. Engage in ongoing assessment of the quality of services provided and brainstorm suggestions for improvement.

KEY RESULT AREA #2: Employee Development and Mentoring

Objective: To supervise, coordinate and assist Education, Health, and Nutrition Coordinators to implement services in their assigned areas.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. The Education Manager will assist the Human Resources Manager in the hiring process for Education Coordinators.
2. The Education Manager will conduct performance evaluations on each staff member after their completed probationary period and once per year thereafter. Will also recommend or provide the necessary training to assist staff in improving their knowledge and performance, according to need.
3. Meet once a month or as needed with Education Coordinators.
4. Provide staff training and development, including on-site consultation, coaching and mentoring to Head Start staff.

KEY RESULT AREA #3: Provision/Assurance of Services

Objective: To form and maintain linkages with area agencies who service preschool children and their families to ensure Head Start families get the best quality and most comprehensive support services.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Assist staff in identifying, reporting and providing supportive services in child abuse cases, working with appropriate coordinators and managers.
2. Have a working knowledge of community resources available to assist staff, children and families.
3. Work with community agencies to create partnerships that will benefit the Head Start Program, its families and the community.

4. Work with Education Coordinators to track services to children with disabilities and mental health services.

KEY RESULT AREA #4: Facilities/Environments

Objective: To monitor facilities and provide appropriate technical assistance to ensure all educational, developmental, curriculums, health and safety requirements are met.

1. Work with Coordinators and unit staff in revising and developing center and home base curriculum.
2. Work with Education Coordinators to ensure that facilities meet health and safety requirements.

KEY RESULT AREA #5: Administrative Responsibilities

Objective: To fulfill the administrative responsibilities of this position in an effective manner by completing all reports, assessments and record keeping.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Fill out and keep track of the required paperwork.
2. Complete assigned portions of the PIR
3. Work with the Education Coordinators in reviewing annually the correlating written plans, including Education, Disabilities, Mental Health and School Readiness.
4. To ensure that the education, health, nutrition, mental health, and disabilities performance standards are carried out.
5. Work with Managers and Coordinators in developing and monitoring the yearly training plan and Professional Development Plan.
6. Will review and monitor the Education and Health Services.
7. Will work with other Head Start Managers, Coordinators, Policy Council, and Board to conduct the program's annual self-assessment.
8. Develop and update a screening tracking systems to share with Education Coordinators to monitor progress.

KEY RESULT AREA #6: Self-Improvement

Objective: To be an asset to the organization and to continually improve in skills, responsibilities and attitude – both physically and mentally.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. To keep current of local, state and federal educational standards.
2. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
3. To have an initial employment physical examination and provide a doctor's statement of verification.
4. To read all related directives, standards and plans.
5. Maintain current, required education credentials and submit a copy to the main office to be kept in employee file.
6. The Education Manger will strictly follow, and then lead by example, in all Head Start Policy and Procedures on a daily basis.

***This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.**