

Project Now, CAA

Job Description

Job Title:	Education Manager	Prepared By:	Seabolt
Department:	Head Start	Prepared Date:	April 2018
Reports To:	Head Start Director	Approved by:	Policy Council
Wage Grade:	9	Approved Date:	June 2018
FLSA Status:	Job Duties meet the exempt requirements, pay may not meet the exempt threshold		

SUMMARY: Functions as a member of the Head Start management team to provide comprehensive services in accordance with all regulations and program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Provides leadership in a team environment, including recruiting, interviewing, orienting, training, coaching, counseling, disciplining and evaluating staff.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Provide guidance and oversight of the chosen educational program, including training of classroom staff on the components of the chosen curriculums, monitoring of educational programs through classroom observations, review of weekly lesson plans, classroom staff meetings, and evaluation of educational program through assessments (CLASS, Creative Curriculum, etc.).
- Supervision of Program Supervisors to ensure that services are offered in a cohesive, streamlined, and timely manner.
- Attend professional development opportunities related to the educational program services.
- Form and maintain an Education Committee comprised of staff, parents, community members, and managers. Meet quarterly to share data and form an ongoing education improvement plan.
- Coordinates with management team in preparation of reports, analyzing data and identifying solutions in a timely manner. Tracks and ensures all comprehensive services are provided to all families.
- Conducts routine classrooms visits and observations. Utilizes databases for recording and reporting data. Monitors budget by tracking authorized purchases and recommends budget of content area.
- Assures families have an opportunity to participate in all Head Start program activities. Ensures quality services are provided to all families. Puts systems in place so that effective communication occurs between families, staff and community services.
- Plans and implements professional development at monthly in-services based on classroom observations, input from classroom staff and program supervisors, and assessment data. Maintain Professional Development records with all staff.
- Ensures consistent application of policy, including HS Performance Standards, HS Act, DCFS regulations, Project NOW's Employee Handbook and Finance Policies.
- Collects, maintains, and compiles data for reports, both programmatic and budgetary information.
- Actively participates in management team by attending program-planning meetings; ensuring systems are in place for implementing program activities. Maintains connections w/community services and other organizations, advocating for families, obtaining, and maintaining service agreements; serving in an advisory capacity; and developing new partnerships to benefit Head Start families. ■
Recruits' children in Head Start by collaborating with public school registrations, developing, and producing advertising and other materials, going door-to-door in service area, posting recruitment materials, distributing flyers, setting up registration sites, and other activities. Works with potential candidates in gathering registration documents and processing applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires the ability to travel area-wide, and to access classroom sites and family homes to evaluate program activities.
- Requires minimum age of twenty-one (21) years to comply with regulations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, families, and the public. ■
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Requires the ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment. ■
Requires a valid driver's license, reliable transportation, and proof of insurance.

SUPERVISORY RESPONSIBILITIES: Direct supervision of 3 Program Supervisors and indirect supervision of approximately 45 classroom staff. Carries out supervisory responsibilities in accordance with Project NOW's policies and applicable laws. Responsibilities include training and mentoring of employees; appraising performance; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Requires a Bachelors' degree in child development or early childhood education or related field. Supervisory and/or administrative experience highly preferred. Three years' experience in early childhood education, supervisory experience highly preferred.

PHYSICAL DEMANDS and WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. These physical demands are as with handling children of the pre-school age. Environment will be of a normal office environment and normal pre-school environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect staffing needs.