

**ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START**

EDUCATION RESOURCE SPECIALIST

Supervisor: Education Manager

Status: Non Exempt

Terms of Employment: Regular Full-Time

Supervisory Control:

Works under the supervision and authority of the Education Manager. Work is of nature which requires extensive coordination, design, independent analysis, good judgment, and effective communication within the Head Start/ Early Head Start program. Individual must be able to function with limited supervision. The base of work will be from the Central Office. The employee will be evaluated twice a year by the supervisor and may be informally evaluated on the job as deemed necessary. Performance will be monitored by the Education Manager as often as required to determine continued competence.

Responsibilities:

Assist with the coordination and monitoring of activities at the center level as required by the Head Start Performance Standards, the Alabama Department of Human Resources, and as directed by the Education Manager. Is responsive to the needs of the Family Service Specialist I relating to the staff and center issues.

Performance Standards:

Work performance is measured by the level of compliance with licensing requirements and Performance Standards. Work performance is also measure by the ability to utilize conflict resolution. The Education Manager's Performance Standards implementation and evaluation will serve as the benchmark for employee competence. Must be able to obtain, read, analyze, and report statistical data relevant to Early Childhood, Early Head Start, and Head Start. Must be able to prepare and present reports and make independent judgments pertaining to center staff performance.

Duties:

1. Assist the Education Manager in education component planning, development, and operation.
 - a. Mentor staff using positive role modeling and reflective supervision techniques, in order to strengthen skill level and confidence.

- b. Assist in the maintenance and updating of a program curriculum to include major themes and related activities for the classroom.
 - c. Assist in Comprehensive Staffing to develop and assess goals for children and families, as needed.
 - d. Observe and record monthly, the performance of education staff in the classroom following the observation cycle.
 - e. Observe and complete CLASS pre and post assessments
 - f. Assist staff in follow-up regarding possible difficulties with classroom.
 - g. Ensure TS GOLD assessments are given each year.
2. Assist the Education Manager with completing, reviewing, and placing requisition orders.
3. Assist the Education Manager in ensuring that all education forms are completed and utilized effectively and appropriately.
 - a. Evaluate education staffs' daily plans and conduct post-evaluation conferences.
 - b. Ensure that goals for individualization children and families are being recorded and tracked in progress notes and lesson plans.
 - c. Ensure that education staff maintains the required component information in each child's journal and TS GOLD portfolios.
4. Record keeping and monitoring.
 - a. Complete weekly report to Education Manager.
 - b. Complete classroom monitoring and follow-up reports.
 - c. Complete TS GOLD Assessment Monitoring/Coaching Checklists
 - d. Assist the Education Manager in completing Pre-K Reports
5. Assist the Education Manager in coordinating/providing education trainings for staff and parents.
6. Assist the Education Manager in coordinating and providing information for the School Readiness Team.
7. Assist the Education Manager in
 - a. Filing
 - b. Copying
 - c. Typing

Qualifications:

1. Must have an AA degree in Child Development or an AA in General Studies with 3+ years of Head Start Teaching experience.

2. Must be willing to continue education and become CLASS reliable.
3. Must have reliable transportation, valid driver's license, and current automobile insurance.
4. Must be able to travel.
5. Must have knowledge of Head Start Performance Standards, Alabama Department of Human Resources Minimum Standards, and Head Start Policies and Procedures.
6. Must be able to communicate orally and written.
7. Must be able to pass drug screening, and local, state, and federal criminal checks, and state child abuse clearance.
8. Must be able to lift up to 25 lbs.
9. Must be able to work in harmonious relationship with persons of various interests and backgrounds regardless of race, color, creed, religion, national origin, gender, age, or economic and social standing.
10. Current physical examination and TB screen documentation upon hire.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020