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

EDUCATION MANAGER

Supervisor: Head Start Early Head Start Director
Status: Exempt
Terms of Employment: Regular Full-Time

Job Goal: To direct, develop, and coordinate a comprehensive Educational Program which complies with the Head Start Act and Performance Standards. To ensure that staff, parents, and volunteers receive instruction and training in Early Childhood Education.

Essential Responsibilities:

1. Responsible in the planning and coordination of an Educational Services Program for OCAP Head Start staff and families.
2. Submit all necessary reports to the Head Start Early Head Start Director in order to carry out the administration and management of the Head Start/ Early Head Start Program.
3. Assist the Head Start Early Head Start Director in education component planning, development, and operation.
    a. Mentor teaching staff using positive role modeling and reflective supervision techniques, in order to strengthen skill level and confidence.
    b. Direct the maintenance and updating of a program curriculum to include major themes and related activities for the classroom and home visits.
    c. Direct Pre-K Grants for all sites.
    d. Assist in Comprehensive Staffing to develop and assess goals for children and families, as needed.
    e. Observe and record monthly, the performance of center staff as it relates to the classroom following the observation cycle and Head Start Performance Standards.
    f. Direct and/or assist staff in follow-up regarding possible difficulties with classroom.
    g. Assist with the screening, interviewing, and hiring teams for center staff.
    h. Ensure TS GOLD assessments are given each year.
    i. Provide information for the completion of PIR.
    j. Ensure that all centers meet or exceed program standards by conducting monitoring visits once per month.

4. Ensure 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.

5. Plan and Coordinate School Readiness Team Meetings three times per year.

6. Assist the Staff and Policy Council in developing and implementing a training plan for staff, parents, and volunteers.
    a. Assist in assessing training needs.
    b. Develop training resources with assistance from other component staff.
    c. Assist in coordinating and implementing training at Staff Meetings.
    d. Provide training in Early Childhood Education for staff/parents/volunteers as requested.
    e. Provide parent education as directed.

7. Record keeping and monitoring.
    a. Complete a monthly report to the Head Start Early Head Start Director.
    b. Complete the tracking and reporting of Child Outcomes three times annually.

8. Program Planning and Development in the area of Education.
    a. Provide a leadership for the integration of all Agency program components at sites.
    b. Maintain regular interaction with appropriate community agencies and leaders as appropriate.
    c. Participate as a Head Start Administrative Team member in the development of plans to meet Agency goals.
    d. Assist with Center Staff and Maintenance Personnel needs.
    e. Plan, in conjunction with other Head Start Administrative Team members, program expansion based on Community Assessment.
    f. Participate in monthly meetings with Head Start Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas.
    g. Provide leadership for securing space for program expansion.
    h. Help with recruiting and taking of applications.
    i. Develop and coordinate disabilities and mental health services for all Head Start/ Early Head Start children and families.

9. Supervise Education, Disabilities and Mental Health Services.
    a. Complete performance evaluations twice per year on Education Resource Specialist, Educational Coach, and Disabilities and Mental Health Coordinator.
    b. Monitor job performance.

Qualifications:

1. BA in Early Childhood Education or related field and two years teaching experience.
2. Head Start experience.
3. Community Service experience.
4. Ability to coordinate and/or conduct training sessions.
5. Multi-cultural experience.
6. Administrative background.
7. Supervisory experience.
8. Current physical examination and TB screen documentation upon hire.
9. Adequate means of transportation.

General Staff Responsibilities:

1. Participate in monthly Administrative Head Start staff meetings, conferences, training sessions, and workshops.
2. Demonstrate familiarity with employment policies, performance standards, work plan, and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, and families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Be present at work in order to provide consistency of services.
10. Be a contributory team member in a positive/productive manner.
11. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone, letters, in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train, and facilitate others in a group setting.

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 10 lbs., 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 the 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