



Montgomery Community Action Committee & CDC. Inc. Job Description

Job Title: Assistant Education Manager
Department: Head Start
Reports to: Education Manager
Salary Range: \$46,328.61 - \$54,504.52

Supervisory Controls:

Works under the supervision of the Education Manager. The Assistant Education Manager should have the same knowledge and skill level to support Education Manager; responsible for implementing requirements in the absence of Education Manager. Exercises operational authority for the management and maintenance of Head Start program centers. Supervises center staff to maintain Head Start program standards and compliance. Primary supervisor of the educational program standards in the areas of daily operations, curriculum, and staff development. Work is of a nature which requires a thorough understanding of all components of Head Start and the ability to interpret performance regulations and formulate practical applications for day-to-day use. Must have the ability to interact with parents of Head Start children and effectively communicate by oral and written means.

Responsibilities:

Responsible for the functional supervision of the center staff, the classroom, and center activities that are conducted. Responsible to coordinate the execution of the educational curriculum plan; and to manage and evaluate the overall performance of the center staff and the effects of their efforts on the enrolled children and families in the pursuit of program goals and objectives. Responsible to monitor compliance of Head Start performance standards at one or more centers. Formulate goals and objectives to ensure the application of Head Start services. Make daily visits to the Head Start classrooms to evaluate compliance. Advise staff on performance, develop and implement programs for improvement. Design staff development training and perform continuous assessment and validation.

Performance Standards:

Work performance is measured by the effect of total program activities on the enrolled children and families as evidenced by the performance of the program in the Annual Self-Assessment and in the Program Review. The Incumbent must be able to obtain, analyze, and present statistical data; prepare and present reports, both written and oral; make independent judgment concerning the overall effectiveness of the Head Start program. Work performance must be measured and evaluated in accordance with Head Start Performance Standards (45-CFR 1304), effective September 2016, and other applicable directives and/or regulations.

Duties:

1. Monitor classrooms, education folders, portfolios, lesson plans and individualization plans according to monitoring schedule. Provide feedback, including development of an improvement plan as needed, to the Education Manager and Teaching staff.
2. Coordinate the execution of program goals and objectives at the center level by integrating Head Start performance standards, rules, regulations, and component procedures into a daily routine.
3. Monitor and enforce continuous compliance with Head Start Performance standards.
4. Enter ChildPlus Certifications, and Suitability's and Education component data as required.
5. Coordinate the execution of the education curriculum including weekly lesson plans to ensure that goals and objectives for educational needs are met.
6. Assume responsibility as Team Leader for center operations to include the equipment located in the center and for any activity that takes place within the established center.
7. Assist the Team in working with Parent-Center and Advisory Committees in developing and conducting all activities of the center.
8. Evaluate the performance of the instructional staff, along with other appropriate staff. Offer advice and feedback on areas of improvement and achievement.
9. Coordinate instructional staff development and training; perform continuous self-assessment validation by component on the Center level.
10. Increase the amount of quality teaching time for classroom staff by coordinating non-teaching duties.
11. Ensure that center level orientation is provided to new employees, substitutes and volunteers.
12. Monitor the maintenance of Center records, and the completion and accuracy of monthly reports by team member.
13. Request, receive, and maintain adequate supplies for center operations in accordance with the Agency's policies.

14. Maintain continuous collaboration with Area Coordinators, Managers, including all staff and parents, for effective operation.
15. Report and resolve facility, personnel, and component problems, including unsafe and hazardous center conditions, cleanliness, repairs, and general upkeep.
16. Insure appropriate documentation accompanies all center referrals from classroom staff.
17. Act as resource for the center and identify other resources to achieve program goals.
18. Participate in the developmental screening and assessment process including IEP meetings with LEA representatives and other appropriate staff.
19. Assist in identifying parents, staff and volunteers to serve on committees.
20. Insure parental consent is obtained for special services, and that ample notice of program activities, the children's status, and availability of resources are provided.
21. Conduct Team meetings as required.
22. Attend all training and staff meetings as required.
23. Perform other duties as directed, needed, and required.

Qualifications:

1. Bachelor's degree in Early Childhood Education or Child Development; work experience in the field of early care, child education and development, curriculum development, education administration, guidance and counseling or related areas. Should possess knowledge of the Head Start Performance Standards and program operations. Must be computer literate.
2. Must be able to coordinate projects and apply basic management and administrative techniques.
3. Must have the ability to organize and direct the activities of others, and to establish and maintain effective working relationships with other staff, parents, and others professionals.
4. Must be able to communicate with persons of various interests and backgrounds regardless of race, color, creed, religion, national origin, age, or economic and social standing.

5. Must be CLASS reliable within six months of employment.
6. Must be familiar with all areas of Head Start and have the ability to effectively communicate by oral and written means.
7. Must possess a reliable automobile, a valid Alabama Driver's license, proof of insurance, and be able to travel across the county

EDUCATION REQUIRED

The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job.

PHYSICAL JOB REQUIREMENTS

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

REQUIREMENTS

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver's License with Clearance from agency insurance provider and reliable transportation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an 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. No or very limited exposure to physical risk.

_____	_____	_____
Employee Name	Employee Signature	Date

_____	_____	_____
Supervisor Name	Supervisor Signature	Date