



Montgomery Community Action Committee & CDC. Inc. Job Description

Job Title: Education Manager
Department: Head Start
Reports To: Head Start Director
FLSA Status: Regular/Full-Time/Exempt
Salary Range: \$55,992.56 – \$65,873.60

Supervisory Controls:

The Education Manager works under the supervision of the Head Start Director and is responsible for overseeing and supporting all activities related to Head Start Center-Based programming. Exercises delegated functional authority in the Education Service Area for the education curriculum, education staff development, and program service application. Exercise delegated functional authority in the Data Entry Department. Exercises delegated coordination authority for the maintenance of program standards and program assessment/monitoring for continuous program improvement. Work is of a nature that requires independent analysis, judgment, and decisions regarding the overall effectiveness of service delivery.

Responsibilities:

Responsible for coordinating program quality in the areas of education service delivery, development and improvement of education staff while ensuring that data is entered accurately and efficiently. Responsible for program assessment and the continuous improvement of services to children and families through an effective system of monitoring evaluation. Coordinate the development of the educational curriculum plan; and to assure that it is thoroughly integrated into overall performance of the instructional staff and the effects of such on children and families.

Performance Standards:

Work performance is measured by the accomplishment of the education component goals and objectives. Performance is measured by the achievement of the education service function in the annual self-assessment and in the On-site Program Review. Work performance is measured by the effect of the education program delivery of services to children and parents. This outcome is evidenced by the child's development, and comments and feedback from parents. The incumbent must be able to obtain, analyze, and present statistical data; prepare and present reports, both written and oral; and 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), dated November 5, 1996, and other applicable directives and/or regulations.

Duties:

- 1, Develop and coordinate the education work plan based on the needs assessment and formulate goals and objectives to meet the educational needs of children enrolled.
- 2, Ensure that the educational curriculum plan is thoroughly integrated into overall Head Start plans.

3. Coordinate the development of the educational curriculum goals and objectives to effect quality service delivery which meets the educational needs of the children.
4. Develop and coordinate plans for improvement of education staff for quality service delivery.
4. Develop procedures for continuous improvement of services to children and family program wide through a system of monitoring, evaluation, and feedback.
5. Make frequent visits to the Head Start centers for the purpose of evaluation the performance of the instructional staff in implementing programs for quality service delivery; advise those persons of areas that should be improved and develop programs for improvement.
6. Obtain and analyze data for the efficient management of the instructional staff.
7. Design and perform continuous self-assessment for individual staff development, quality training, and program improvement to enhance compliance with performance standards and regulations.
8. Perform continuous self-assessment validation.
9. Design and implement parent materials, activities and programs which allow them to assist with the growth and development of their children in keeping with their unique capabilities and needs.
10. Assist instructional staff in assessing their individual performance levels and in designing a program for attaining developmental goals that lead to improved performance.
11. Coordinate with other Head Start staff to identify needs of the children that can be supported through the curriculum and implement procedures to meet such needs.
12. Identify and coordinate educational field trips for the purpose of providing enrichment for the children and parents.
13. Observe and evaluate center facilities and grounds and assist the education coordinator with action to correct noted deficiencies or unsatisfactory situations.
14. Monitor and evaluate team leaders and components for integration efforts, smooth communications, and efficient operation for compliance to performance standards affecting the education component.
15. Determine areas of program weakness through evaluation and data collected, and make recommendations for corrective action to components for implementation with Team Leaders,
16. Utilize evaluation data to recommend action to components to maintain, correct and/or improve service delivery.
17. Conduct training and assess center team needs.
18. Monitor the preparation and maintenance of records to ensure that they are complete and correct.
19. Prepare and submit periodic reports to local and regional authorities to document program status, assure licensing, and respond to specific requests.

20. Perform special investigations pertaining to the performance of instructional of instructional staff.
21. Participate in budget planning for the grant application.
22. Coordinate the Education Advisory Committee and monitors recommendations that will aid in upgrading the Education Service area.
23. Ensure that all the necessary data required to generate current program wide reports is current and accurate.
24. School Readiness Goals (SRG) - responsible for development, updating, implementing strategies to support SRG outcomes; Ensure staff are trained on SRG
25. Implementation of Curriculum to support learning outcomes as required in the most current HSPPS
26. Monitor and track outcomes data to ensure there is sufficient data on each child to generate an assessment report in Teaching Strategies Gold
27. Know and understand the HSPPS for the content area; train staff on most current HSPPS
28. Be competent in using Child Plus and Teaching Strategies Gold web based tools for data entry, monitoring, and tracking of required events
29. Implement the Agency & Program Policies and Procedures
30. Work in cooperation with HR to monitor and track staff credentials, progress toward CDA, AA, or BA/BS if a waiver has been approved
31. Ensure Coaches monitor and use the CLASS Lens to observe the classrooms frequently; Identify areas that need support; Ensure all Coaches are CLASS Reliable and the credential is current
32. Must be able to work evening and weekend as needed to support the program needs
33. Perform other duties as assigned.

Qualifications:

1. Must have (3) years' experience in the field of guidance and counseling, social work, education administration, or related areas.
2. Minimum three (3) years' experience as a Lead Teacher in a child-centered preschool classroom.
3. Minimum five (5) years' experience working in a program serving young children, i.e. infants /
4. toddlers and/or preschool age children.
5. Minimum three (3) years' administrative experience, specifically in supervising staff and managing complex projects.

6. Minimum three (3) years' training and technical assistance experience; this experience should include the provision of training and technical assistance and mentoring / coaching staff; and experience analyzing and redesigning systems for early education programs in order to improve the effectiveness and quality of program operations.
7. Significant background in the use of data collection systems that track measurable outcomes.
8. Experience working in the field of early childhood education with a working knowledge of childcare licensing, staffing patterns, and Head Start Performance Standards preferred.
9. Must be CLASS reliable within six months of employment.
10. Demonstrated relationship building experience.
11. Advanced computer literacy including: Excel, Word, and Outlook.
12. Must be able to coordinate projects and apply basic management and administrative techniques.
13. 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 other professionals.
14. 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.
15. Job function requires extensive local mobility and travel. Incumbent must have transportation, a valid driver's license, and proof of insurance.

EDUCATION REQUIRED

Minimum of a Bachelor's degree in Early Childhood Education, Child Development or related field - Master's degree preferred.

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