

Job Title: HS - Education Manager

Reports to: Head Start Program Director

Job Status: Salaried / Exempt

Job Summary: Under the supervision of the Head Start Director, is responsible for directing and coordinating educational services for children in accordance with Marin Head Start Policies and Procedures and ensures that all Performance Standards with regards to Early Childhood Development are met. Responsible for supervision of program staff as assigned.

Primary Responsibilities

Administration and Management

- Assists in the development of and implementation of goals, policies and activities designed to implement the agency's mission, objectives and performance standards.
- Participates in the annual community needs assessment with the Policy Council, staff and appropriate consultants.
- Assists the director in monitoring the budget for early childhood development services.
- Oversees that children's records are updated and maintained.
- Develops and updates policies and procedures for child development services.
- Provides leadership for the program in the area of Early Childhood Development research and best practices.
- Other duties as assigned.

Coordination of Services

- Plans the education services with an interdisciplinary team of staff, parents and community representatives and supervises the implementation of the plan.
- Serves as a resource to program staff regarding educational issues.
- Meets regularly with the director as a member of the management team to ensure that services are being delivered in an effective and efficient manner.
- Participates in case management meetings when educational issues are involved.
- Acts as an advocate for child and family issues in the community on behalf of Head Start.
- Develops interagency agreements as necessary to provide quality services to Head Start children and families especially in the area of transition.
- Serves as a representative of the program to the community and attends various community meetings as appropriate.
- Other duties as assigned.

Evaluation and Monitoring

- Participates as a member of the management team in the development of the program's yearly calendar to assure that education services are scheduled and completed in a timely, organized manner.
- Develops and implements systems required for monitoring child development program to support data collection and linking outcome of data to quality improvement goals. Tools include but not limited to Pre-K CLASS, HOVRS-3, TPITOS, and Fidelity for Infant, Toddlers, Twos and Fidelity for preschool.
- Prepare reports for Director, Policy Council/CAM Board to track activities of the child development services.
- Develop and update School Readiness goals and monitor outcomes of goals with Staff Support and Outcomes Manager.

- Complete education section of the Program Improvement Report annually.
- Other duties as assigned.

Staff Development and Support

- Supports the onboarding of all new staff with initial meetings, sharing of resources and New Staff Orientation presentations. Provides additional follow up training or support as needed.
- Trains and mentors new teaching staff, in conjunction with supervisors, on all classroom procedures, including the implementation of all intervention and strategy tools used to support the curriculum and aligned with HS Child Development Program Performance Standards, California Early Learning Framework and Guidelines and Head Start Early Learning Outcomes Framework, Birth to Five.
- Observes classrooms and staff and provides supportive constructive feedback to improve teaching practices.
- Models an attitude that values lifelong learning and leadership.
- Other duties as assigned.

Provision/Assurance of Services

- Visits centers regularly to meet with staff, parents and volunteers and to observe children and participate in family case conferences as needed.
- Monitors and supports all screenings done by the teachers and home visitors to determine the appropriateness of individualized curriculum provided by teaching staff.
- Monitors the reviewing of lesson plans, socialization plans, child observations, and parent summaries by the supervisors, to ensure that curriculum concepts and goals are being met and to ensure that individualization is taking place.
- Meets regularly with staff, including supervisors, to review activities and outcomes to ensure that the program's mission and goals are being met at the center and home visit level.
- Establishes trusting relationships with the parents in the program and works with the teaching staff to find comfortable ways for the parents to be involved in the program.
- Is available to consult with parents formally or informally, to share information about child development, classroom operations, and other topics of concern to parents.
- Works in collaboration with Supervisors, Family Services Manager, Mental Health Consultant, Disabilities Manager and Health Manager to support staff in their work with children with challenging behaviors, special needs or disabilities.
- In coordination with Office Manager, reviews annual classroom inventory to determine budget priorities.
- Works with Child Development Program Quality Improvement Manager and Supervisors to support curriculum development and implementation.
- Other duties as assigned.

Supervisory Responsibilities

- Is responsible for the supervision and support of Supervisors including facilitating regular supervision meetings, conducting one on one meeting with each assigned supervisee, observation and feedback of supervisee work, and conducting formal performance reviews annually.
- Facilitate leadership training.
- Additional responsibilities include integrating supervision and support issues into the management team structure.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Participate and facilitate regular meetings including but not limited to;
 - One to One with Director.
 - One to One and Group Supervisory meetings.
 - Regular staff meetings and trainings.
 - Management and Planning Meetings.

Qualifications

- BA in Early Childhood Education, Child Development, Human Development, Sociology or a related field.
- Have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education;
- At least three to five years supervisory experience or equivalent combination of education and experience.
- Ability to work well with parents.
- Knowledge of program development and data driven outcomes.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check resulting in a Criminal Record Clearance from the Department of Justice prior to working in the classroom with children.
- Successfully complete an employment physical and provide proof of the absence of TB within 7 days of hire.
- Strong verbal/written communication and management skills.
- Bi-lingual English/Spanish desirable.
- Valid driver's license and successful clearance of the CAM Drivers Insurance Check.

Physical Requirements

- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

*Revised and Approved by Policy Council 11/12/19
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