

INCA Community Services

Job Description



Title:	Education Manger	Reports to:	Head Start Director
Program:	Head Start/ Early Head Start	Status:	Full Time/Exempt/Full Benefits
Approved:	October 2020	Wage:	(see Salary Scale)

Benefits: Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.

Job Summary:

The Education Manager is an integral part of the Head Start Management Team. The Education Manager is responsible for coordinating the Head Start and Early Head Start Education Components to assure compliance with Federal Head Start Performance Standards and Oklahoma Child Care Licensing are met and promotes the school readiness of INCA Head Start and Early Head Start Children.

This position has recurring access to a vulnerable population. It is a safety sensitive position.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

Educational Responsibilities and Duties

- Conduct regular visits of Head Start and Early Head Start centers and classrooms to observe classroom activities, provide on-side consultation, determine training needs of teaching staff, and to review classroom documentation, environment, adequacy of supplies and usage, and the playgrounds.
- Coordinate and assist centers in purchasing and procuring classroom equipment and supplies.
- Ensure full implementation of selected curricula, and all other related child development services in Head Start and Early Head Start programing, that ensures compliance with Head Start Performance Standards and Child Care Licensing regulation
 - Participate in the child selection and enrollment process.
 - Participate in the annual PIR
 - Participate in the annual program self-assessment
 - Participate in child file reviews, as scheduled.
 - Work closely with the Health Service Manager, participating in Head Start and Early Head Start children's Medical IEP's and monitoring implementation in the classroom.
 - Works closely with the HS Director to oversee the Child Care licensing process at Head Start and Early Head Start Centers and support sites in all aspects of the role.
 - Review and revise forms, program operating plan, policies and procedures and Parent Handbook in collaboration with management team at a minimum annually
 - Work with the management team on various program projects.
 - Attend workshops and training on methods used in the Education Component in order to maintain new and current policies and share with staff in order to meet and expedite program goals and integration of other components.

Parent/Partners/Community Engagement

- Ensure compliance with classroom parent-teacher conference requirements.
- Provide training on child development and related topics to parent and community groups, as requested
- Support effective communication within teaching teams and between sites as well as mediate communication when necessary.
- Represent and support the Head Start Program through collaboration with LEAs and other community agencies and professional organizations.
- Partner and collaborate with LEAs to ensure the following:
 - The Program's School Readiness Goals align with receiving schools' expectations for children entering kindergarten;
 - Head Start children transition successfully into kindergarten;
- Review and evaluate existing programs and curriculum in conjunction with parents, policy council members, education advisory and input committees and staff to ensure compliance with performance standards and regulations.

Training

- Responsible for education and curriculum training of all Head Start and Early Head Start teaching staff to meet and/or exceed Head Start Performance Standards and Oklahoma Child Care Licensing requirements and ensure that INCA Head Start and Early Head Start children are ready to start school.
- Works closely with HS Compliance Officer and Practice based coach to ensure training requirements and professional development for Head Start and Early Head Start teaching staff are met. (i.e. CCEI, DHS and CDA)
 - Identify the training needs of the teaching staff
 - Development/implementation of annual education training calendar
 - Professional Development Plans
 - Plan, organize and implement training events including Head Start and Early Head Start Pre-Service at the beginning of the school year, in-service training during the year, and other training as needed.
- Facilitate discussion groups with education staff on timely and pertinent topics.
- Responsible for the communications that provides a means of transmitting information to the Head Start and Early Head Start centers in a consistent and effective manner about new teaching methods, teaching techniques and other information relevant to preschool education and school readiness.
- Maintain a library of ECE education resources, such as articles, publications and videos for training and circulation purposes.

Staffing

- Oversee the interviewing and selection of classroom staff.
- Coordinate with HR to ensure all staff and classroom substitutes and volunteers completed all requirements (i.e. complete and pass CRC and fingerprinting, provide a current physical, complete employment documents, etc.).

Assessment/Data/On-going Monitoring

- Responsible for the oversight and implementation of assessment systems to assist Head Start and Early Head Start Classrooms in meeting performance standards.
- Responsible for maintaining and monitoring a child outcomes data system of children and classrooms. This system must have the capability of reflecting both student progression and possible classroom deficiencies.
- Conduct on-going monitoring and evaluation of all Head Start Center-Based education services.

- Collect data on center-based education programming, including child assessment data, teach staff CLASS scores, etc.
- Analyze data to identify trends, patterns, areas of strength, and areas that need to be strengthened.
- Present reports to the Policy Council and the Governing board.

CLASS Observer:

- Receive and maintain Classroom Assessment Scoring System (CLASS) certification
- Perform CLASS observations and analyze data to measure progress in child outcomes.
 - 2 cycles of observation of 20 minutes (minimum) per classroom assigned. Code and enter data into Child Plus (data system)
- Score teachers using the CLASS tool;
- Complete observation reports
- Responsible for setting goals and monitoring progress towards goals using the CLASS observations.

General Duties:

- Attend work punctually and regularly to provide consistency of service.
- Prepares oral and written reports in a timely manner, as needed.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain a professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Head Start/Early Head Start Director. Works in conjunction with other content area managers to insure compliance with Head Start Performance Standards, Oklahoma Child Care Licensing, and school readiness goals.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Ability to utilize agency resources, Database systems, and technology to appropriately answer questions and provide guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to collaborate with/have working knowledge of local and community resources related to pre-school education.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage workloads and deadlines.
- Excellent diagnostic and problem solving skills.
- Ability to meet the needs of all children, specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
- Advanced computer skills required.

Qualifications:

Education:

- Baccalaureate or advanced degree in early childhood education or a Baccalaureate or advanced degree in any subject and course work equivalent to a major relating to early childhood education with experience

teaching preschool-age children. <i>(Refer to minimum requirements as specified in the 648A(2)(B)(i) in the Head Start Act and 1302.91(d)(2))</i>			
<ul style="list-style-type: none"> • Must be CLASS reliable within 6 months of hire and update reliability each year 			
Experience:			
<ul style="list-style-type: none"> • Baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. <i>Refer to minimum requirements as specified in the 648A(2)(B)(i) in the Head Start Act and 1302.91(d)(2))</i> 			
General:			
<ul style="list-style-type: none"> • Automobile and insurance, valid Oklahoma driver's license, • OSBI clearance, physical, character references, pre-employment drug testing are required. • Must be willing to work in a noisy, often stressful environment. 			
Physical Requirements: Employee must be able to:			
<i>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.</i>			
<ul style="list-style-type: none"> • Must be able to perform the essential functions of the job with or without reasonable accommodations. • Sit for extended periods of time. • See and read a computer screen and printed matter with or without vision aids. • Hear and understand speech at normal levels and on the telephone with or without hearing aids. • Speak so that others may understand at normal levels and on the telephone. • Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone. • Operate a motor vehicle. <ul style="list-style-type: none"> • Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and 60 pounds to waist height. 			
INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER			
Acknowledgment: I acknowledge receipt and understand the contents of this job description.			
Signature of Employee:		Date:	
Revised October 2020			

