

# Highland Rim Economic Corporation/Head Start

## Head Start Education Manager

Reports to: Director

Policy Council Approval: 10/25/11

### Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Manage the Head Start early childhood education program.
- Responsible for goals and milestones as outlined in the Education Plan/Procedures and Performance Standards.
- Write plans, proposals and other materials related to Early Childhood Education.
- Responsible for maintaining a current file of center child care license, DOE certificates, ITERS and ECERS scores/ratings.
- Serve as primary education consultant for Head Start education staff and identify additional T/TA as needed.
- Mentor Area Coordinators in the area of Early Childhood Education.
- Supervise and evaluate the Area Coordinators.
- Meet regularly with the Area Coordinators.
- Analyze training needs of Head Start staff and recommend workshops, classes, books, articles, site visits, on-line training sessions and meetings in order to share current research and trends in the development of young children.
- Approve/purchase educational materials, supplies and curriculum for Head Start as needed.
- Participate in opportunities for professional development related to Early Childhood Education and stay abreast of the current research and trends in the development of young children 0 to 5 years of age.
- Monitor the implementation of the developmental assessment utilizing computer generated reports from Teaching Strategies Gold.
- Provide current updates on child outcomes to the Director, governing board and policy council.
- Submit monthly report/ planning calendar and required reports to the Director.
- Attend scheduled management staff meetings and planning sessions.
- Develops collaborative relationships with local school systems to track the progress of children as they enter kindergarten and are promoted through the elementary school grades.
- Recruit and participate in the selection of qualified teaching staff, serve on the Personnel Interview Committee.
- Establish and foster positive working relationships with community partners within the Early Childhood Education community.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

## **Qualifications/Requirements: Education Manager**

- Bachelor's degree in Early Childhood Education or a related field with 18 hours of early childhood education or actively pursuing the required 18 credits in early childhood education.
- 3-5 years of experience in supervision.
- Possession of a valid Tennessee Driver's license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug screen and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

## **Knowledge or Skills:**

- Understanding of Developmentally Appropriate Practice for young children ages birth to 5 years of age.
- Ability to write plans, proposals, and other materials.
- Ability to prioritize, plan and track projects concurrently.
- Ability to utilize and monitor technology appropriate to the position.
- Ability to select and evaluate curriculum and assessment for young children.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Plan with management team and Director to ensure integration of systems and services that meet the performance standards.
- Competence and willingness to develop leadership skills.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as both a team leader and member.

## **Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.