

Highland Rim Economic Corporation

Title: Education Manager	Reports To: Head Start Director
Status: Exempt	Department: Head Start
Skill Level: 3	Pay Grade: 302
Location of Work: Head Start Central Office, Houston County	

Description:

The Education Manager is responsible for planning and administering the child development program services for children and families. The Education Manager coordinates services with staff in other program content areas including ongoing assessments of the quality of services provided. The Education Manager plans and administration of the child development program is based on the theories and principles of child growth and development, Early Childhood Education and family support. The Education Manager ensures accordance with agency philosophy, goals and values and in compliance with all applicable Federal, State and local laws and Head Start Program Standards at all times.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- **Conducts on-site monitoring regularly to ensure compliance with all local, state, and Federal regulations**
- Ensure updates to the program's School Readiness Plan that align with local educational priorities, curricula, and the Head Start Early Learning Outcomes Framework
- Ensure regular, ongoing data-focused monitoring of education services
- Analyze data to determine needs and progress of students, teachers, classrooms, and programs
- Identify and engage community resources that enhance educational offerings and ongoing partnerships
- Recruits and participates in the selection of qualified teaching staff and **participates in interviews**
- Ensure education staff have the resources, training, and supervision needed to optimize their performance
- Participate in monthly Policy Council meetings, providing written reports and oral account of program updates
- Ensure compliance with Highland Rim Economic Corporations Policies, State Licensing, and Head Start Program Performance Standards
- Approve/purchase educational materials, supplies and curriculum for Head Start as needed.

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- Collaborate in the organization and delivery of monthly Professional Development Days and annual Pre-Service
- Attend administrative meetings and all-agency meetings
- To develop program curricula to promote high-quality services and instruction to children with diverse backgrounds
- Assist other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom
- Writes plans, proposals, and other materials related to Early Childhood Education
- Responsible for goals and milestones as outlined in the Education Plan/Procedures and Performance Standards
- Approve/purchase education materials, supplies and curriculum for Head Start as needed.
- Monitors the implementation of the Developmental Assessment utilizing computer generated reports
- Provides current updates on child outcomes to the Head Start Director, Governing Board and Policy Council, **prepares Outcomes Report 3 times a year**
- Submits monthly reports/planning calendar and required reports to the Director
- Analyzes training needs of Head Start staff and recommends workshops, classes, books, articles, site visit, on-line training sessions and meetings in order to share current research and trends in the development of young children
- Responsible for maintaining a current file of Center Childcare Licenses, DOE certificates, ECERS scores/ratings
- Meets monthly with Coach/Mentor
- Establishes and fosters positive working relationships with community partners within the Early Childhood Education Community
- Serves as primary education consultant for Head Start education staff and identifies additional T/TA as needed
- Participates in opportunities for professional development related to Early Childhood Education and stays abreast of the current research and trends in the development of young children 0-5 years of age
- 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
- Plans, and participates in grantee and delegate component pre-service as well as in-service training
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- ***Performs other duties as assigned to meet the needs of the organization***

Qualifications/Requirements:

- Must have a Baccalaureate or advanced degree in early childhood education or baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy

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- Ensure periodic physical examination and tuberculin testThe incumbent is subject to a criminal background check and must pass pre-employment/random drug screenings
- Prefer bilingual (English/Spanish)

Knowledge and Skills:

- 4-5 years supervisory experience
- Willingness to learn and apply new knowledge
- Ability to coach, educate, and mentor others
- Strong connection with the community and ability to maintain positive relationships
- Adheres to professional ethics and standards
- Proficient in written and verbal communication
- Organizational, decision-making and multi-tasking skills
- At minimum, basic computer literacy
- Interpersonal skills and the ability to work as a team member

Physical Requirements:

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 50-75%.

The required physical demands described above are not all inclusive in describing the demands 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.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organization.

Signature: _____

Date: _____