

**Responsibilities:**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Manages the Head Start early childhood education program.
- Responsible for goals and milestones as outlined in the Education Plan/Procedures and Performance Standards.
- Writes 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.
- Serves as primary education consultant for Head Start education staff and identifies additional T/TA as needed.
- Mentors Area Coordinators in the area of Early Childhood Education.
- Supervises and evaluates the Area Coordinators.
- Meets regularly with the Area Coordinators.
- Analyzes training needs of Head Start staff and recommends 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.
- 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 to 5 years of age.
- Monitors the implementation of the developmental assessment utilizing computer generated reports from Teaching Strategies Gold.
- Provides current updates on child outcomes to the Head Start Director, governing board, and Policy Council.
- Submits monthly reports/planning calendar and required reports to the Director.
- Attends scheduled Head Start 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.
- Recruits and participates in the selection of qualified teaching staff and serves on the Personnel Interview Committee.
- Establishes and fosters 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:**

- 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 Head Start 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: 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.**

Highland Rim Economic Corporation  
06/18/2015

Signature \_\_\_\_\_

Date \_\_\_\_\_