

**Education Manager**

Under direction of the Executive Director, is responsible for managing the day-to-day implementation of high quality early childhood education, disabilities and mental health services to Head Start children and families.

**ESSENTIAL FUNCTIONS**

***Key Performance Area – Head Start Program***

**Program Development and Curriculum Development:**

- In collaboration with Center Directors provide training, materials, guidance and staffing for Head Start classrooms to meet applicable standards in education, mental health, disabilities services, and individualization
- In collaboration with Center Directors , develop literacy plans that include daily literacy activities in the classroom and literacy programs for parents to use with their children at home
- Provide guidance to Center Directors in assuring parent involvement in curriculum development and planning
- Assure implementation of curricula in all Head Start classrooms
- Evaluate Head Start curricula annually for suitability and effectiveness
- Monitor curriculum implementation and program activities for all Head Start centers
- Assure integration of health, mental health, dental, and nutrition curricula in the classrooms
- Assure that valid and reliable ECERS observations are conducted in a timely way for all Head Start classrooms
- Assure that valid and reliable CLASS observations are conducted in a timely way for all Head Start classrooms
- Assure that all Head Start classrooms meet municipality of Anchorage licensing standards
- Assure that the Education Services Plan is updated annually

**Mental Health:**

- Assure compliance with mental health standards through contract and report monitoring
- **As necessary, collaborate with the Child Development Specialist and the Business Manager in recruiting and selecting contracted mental health specialists**
- Annually review and revise as necessary the contract with the Mental Health Consultant
- Assure that mental health service needs are coordinated for EHS as requested by the HS Manager
- Assure that the Early Childhood Behavioral Services Plan is updated annually

**Disabilities Services:**

- Provide guidance and direction for the Disabilities Specialist in Head Start compliance issues associated with disabilities
- Assure that disabilities service needs are coordinated for EHS as requested by the EHS Manager
- As necessary, collaborate with the Disabilities Specialist and the Business Manager in recruiting for contracted service providers in areas of need
- In collaboration with the Business Manager, annually review and revise as necessary the contract with Speech/Language Consultants
- Assure that the Disabilities Services Plan is updated annually

***Key Performance Area –Supervision***

- Hire, mentor and evaluate Head Start Center Directors
- Hire, mentor, and evaluate Disabilities Specialist

## ***Position Description***

- Hire, mentor, and evaluate Child Development Specialist
- Hire and assure mentoring and supervision of teachers in Head Start classrooms and assistant teachers in both Head Start classrooms and ASD collaboration classrooms
- Work collaboratively with Human Resources to follow staff discipline procedures
- In partnership with Human Resources monitor Individual Professional Development Plans for completion of goals
- Hold regular meetings of Head Start support staff and supervisors to ensure full regulatory compliance and the provision of high quality child development services
- Work collaboratively with Human Resources to develop training and mentoring programs that promote the agency's goals and objectives

### ***Key Performance Area – Recordkeeping and Reporting***

- Implement system for measuring Head Start child outcomes and reporting results to parents and other stakeholders
- Monitor COPA database, monthly reports and Program Information Report for accuracy in all related areas of program compliance
- Prepare monthly report that includes a summary and analysis of activities in the areas of early childhood education, disabilities and mental health
- In collaboration with the Child Development Specialist, prepare annual reports that summarize results from ECERS, ASQ:SE, CLASS and Teaching Strategies Gold assessments and offer recommendations for improving school readiness outcomes for children
- Prepare sections of the agency annual report as assigned by the Executive Director

### ***Key Performance Area – Communication***

- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community.
- Provide recommendations for program improvement to the Board of Directors
- Develop community partnerships that enhance the quality of services to children and families
- In collaboration with specialists, contractors, center directors, the ASD Center Director and advisory committees, analyze trends and patterns in all related areas of program compliance and implement changes as needed to improve program services.

### **MARGINAL FUNCTIONS**

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning process as directed

Participate in self-assessment process as directed

### **Position Information**

Reports to: Executive Director

Supervises: Head Start Center Directors, ASD Center Director, Disabilities Specialist, Child Development Specialist

Requirements: 4-Year Degree

Required Certification and Licenses: Driver's License (requires daily access to personal vehicle that is insured for purposes of home visiting and community contact)

Kids' Corps, Inc.

## ***Position Description***

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

4-Year Degree	Graduate Degree
\$51,367.00	\$54,490.00

Introductory Period: 180 Days

### **Other Requirements:**

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities:

See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

### **PAYROLL INFORMATION:**

- Timesheet dates are no later than the 15th of each month and the last working day of each month.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council in accordance with Head Start Performance Standard 45 CFR 1304.50 (d) (1) (x). No term of employment is expressed or implied by this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

May 2012

**PC Approval: 7/23/2012**