



Head Start Education Manager Date: July 19, 2018

Reports to: Director of Program Operations
Classification: Full-time

Department: Head Start
Status: Non-Exempt

Position Summary:

The Education Manager is an active member of the Early Head Start/Head Start Leadership Team and is responsible for assuring that the Head Start Performance Standards and Head Start act are carried out by Early Head Start/Head Start staff. This position is highly responsible for administrative and supervisory work involving the management of the Education and Child Development components of Head Start. This position provides direct oversight, monitoring, and supervision to the Education Coordinator, the Program Support Coordinator and the Center Managers and Center Manager Teachers. Work involves program planning and design; coordinating staff and program development for maximum service delivery effectiveness and continuous improvement; providing technical assistance and appropriate training to Head Start staff. This position assesses classrooms utilizing a tool known as CLASS. This tool looks at quality based on the interactions between the adults and the children. Work is performed under the supervision of the Director of Program Operations, and reviewed through regular supervision, reports, and program achievements.

Essential Functions:

- Monitor education staff's completion of 15 hours of training annually, including 15 hours of Early Childhood training for all classroom staff.
- Review and approve all performance evaluations completed by the Center Managers and Center Manager/Teachers from assigned sites prior to the evaluation being presented to the staff.
- Coordinate plans/schedules with Education Coordinators and Program Support Coordinators-working closely together.
- Monitor child observations and child outcomes data, lesson plans and curriculum use including curriculum fidelity as needed and offer feedback to education staff.
- Review agency software reports on an ongoing basis- to include child assessment data.
- Review and approve In-Kind/Homework, as needed. Working closely with Accountant.
- Assist in implementing transition strategies and practices to support successful transitions for the children and families transitioning into Head Start and transitioning from Head Start.
- Set child development checkpoints annually and analyze
- Select a curriculum if needed as per Head Start Program Performance Standards.
- Select child and school readiness outcomes assessment tool and software, if needed, that aligns with The Head Start Early Learning Outcomes Framework Ages Birth to 5, the Kansas Early Learning Standards and Kindergarten expectations.
- Become CLASS certified and renew certification annually.
- Do at least 2 CLASS observations a year, in the fall and in the spring and analyze the data for classroom operations and teacher performance.
- Conduct children's file audits for the Education documentation – this may not be a paper file, but it may be an electronic review on the agency's database/software.
- Monitor the use of the Head Start Curriculum through the Fidelity Tool and ensure education staff are utilizing the curriculum in the classroom



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- Develop and update partnerships for transition with school districts.
- Approve Purchase Orders and supply needs for the EHS program, as needed.
- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements
- Participate in routine systematic planning to develop component goals/objectives based on the program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment as requested by supervisor
- Attend and participate in trainings, conferences, staff meetings, web-based go-to-meetings, reflective supervision, and In-Service days. This position will also plan and coordinate these things as needed. This would also include APM Meetings and Regional Meetings, as needed. This includes all training as it applies to this component.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public meetings or community and/or public speaking.
- Ongoing and professional communication and coordination with co-workers, management staff, and customers/families
- Respect and support cultural differences and diverse family structures
- Understand and support the NEK-CAP, Inc. governance, as it applies to Parent Committee, Policy Council and the Multi-County Board of Directors. Actively recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Complete and submit all required documentation and data entry, according to set time frames and expectations, including but not limited to Data Dashboard and Child Outcome/School Readiness narratives.
- Participate in weekly Early Head Start/Head Start Leadership Meetings or other required meetings, or as needed/scheduled.
- Provide reports or present training requested by supervisor and present to the Policy Council and Multi-County Board as needed.
- Maintain a clean and safe work area- to include socialization area, family engagement areas vehicle and office.
- Work closely with other managers and coordinators on the Early Head Start/Head Start Leadership Team to ensure staff are receiving requested training and appropriate monitoring and oversight.
- Create plan and update forms and policies, as needed or at a minimum review on an annual basis
- Review job applications for Head Start classroom and nutrition staff and other staff positions as needed, work closely with the Director of Human Resources to schedule and participate in the interviews.
- Participate in the Early Head Start/Head Start Self-Assessment to measure progress in meeting program goals and objectives, evaluate program compliance and develop any improvement plans
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Report any suspected child/adult abuse or neglect to appropriate authority.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Support management decisions both in actions and words.



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- Promote staff self-care and wellness.
- Promote staff team building activities.
- Create job descriptions, review and update annually.
- Attend Head Start Family Engagement Activities, Early Head Start socializations, and home visits as possible or requested.
- Develop and present New Staff Orientation on a monthly basis- ensure Education Manager, Program Support Coordinator, Center Managers, Center Manager/Teachers, Teachers, Assistant Teachers and Program Aids are receiving the appropriate training and orientation needed for the position.
- Plan and coordinate schedules for new education staff- develop training plans.
- Provide indirect support to all Early Head Start and Head Start staff
- Document all supervision, training and monitoring- with forms and/or by spreadsheet.
- Complete performance evaluations for Education Coordinators, Program Support Coordinators, Center Managers and Center Manager/Teachers
- Complete and discuss Professional Improvement Plans (PIP) with applicable staff- develop plans for improvement and establish professional goals.
- Provide direct supervision and oversight to Education Coordinators, Program Support Coordinators and Center Manager/Teachers, schedule and meet with staff on a regular basis and provide supervision, training and monitoring using the Supervision/Training Document
- Complete, ensure accuracy, and submit timesheets and approve and monitor leave of Education Coordinators, Program Support Coordinators, Center Managers and Center Manager/Teachers.
- Work closely with other managers, staff and community agencies as needed to ensure coordination of services needed for individual children and families.
- Work closely with Human Resources regarding personnel issues, open job positions, and other concerns that may arise.
- Work with all staff to meet the non-federal share (in-kind), helping them understand, generate and document in-kind contributions.
- Schedule and plan/coordinate all Head Start Education meetings.
- Other duties as assigned.

Knowledge and Experience:

Essential

- Ability to learn and adapt
- Resourceful and well organized
- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, faxes, scanners, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers



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Desired

- Continue to develop your skills as a manager and leader through continuously searching for training that will build your skills.
- Continue to look for more innovative and productive ways for staff to succeed
- Continue to gain skill and knowledge in early childhood education including but not limited to curriculum, CLASS, classroom management, child behaviors, etc.
- Meets challenges with resourcefulness
- Promote staff team building activities
- Continue to develop personal professional growth and expertise
- Shares expertise with others
- Demonstrates group presentation skills
- Displays passion and optimism

Education and Qualifications:

Bachelor's Degree in Early Childhood Education required, or related degree with at least 18 credit hours in Early Childhood Education. Preference given to applicant with two to four years of experience working with young children and their families and supervisory experience.

Center Director Approval Certificate from KDHE prior to or after hire.

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire, and have reliable transportation.

Obtain CLASS certification after hire and then annual renewals thereafter.

Physical Requirements/Work Environment

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.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit (adult and child size furniture) stand, walk and stoop, kneel or crouch;
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Regularly lift and/or move 50 plus pounds;
- Assist children with toileting and changing diapers
- Noise level is usually quiet to moderate



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The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.