

Maui Economic Opportunity, Inc.

Job Description



Job Title: Head Start Education Manager
Department: Early Childhood Services
Reports To: Assistant Director
FLSA Status: Exempt
Prepared Date: May 2011
Revised Date: July 2021
Pay Grade: HSS 6

SUMMARY:

Responsible for planning, directing and monitoring the Head Start educational program services in accordance with Head Start Performance Standards, state, county and federal regulations. Supervises teachers and provides guidance and support to the classroom staff while monitoring classroom environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Education Services Instruction:

- Develop policies and procedures that align with Head Start Performance Standards 1302 – Subpart C: Education and Child Development Program Services and support program goals and objectives; conduct annual review and revisions as needed.
- Ensure all teaching staff utilize developmentally appropriate practices when working with children.
- Work with MEO HS Administration to develop the Program Master Calendar; plan for annual program professional development, training, activities/events.
- Assist centers to review ongoing child assessment data for individualized planning; coordinating the process to review and analyze trends to identify strategies for curriculum implementation.
- Monitor staff teaching practices, collect data, and meet with staff to identify needed resources, professional development, and materials needed to support teacher professional growth and student success.
- Conduct routine staff observations, discussions and follow-up discussions to ensure teaching practices align with Program goals.
- Meet with teaching staff regularly to do routine check-ins to ensure a positive work climate and work environment.
- Coordinates training and implementation of curriculum and assessment tools by teaching staff using Teaching Strategies, Creative Curriculum; and the Head Start Early Learning Outcomes Framework: Ages Birth to Five, to promote facilitation of teaching practices.
- Manage tracking of required timelines for developmental screening, assessments, home visits, and parent/teacher conferences.
- Provide guidance to teaching staff of dual language learners on how to implement inclusive practices in support of children and families.
- Support training of teaching staff including new staff orientation, ongoing training and guidance, and providing data to develop an individual training plan for teaching staff.
- Utilize the Classroom Assessment Scoring System (CLASS) tool to observe and assess effective classroom interactions among teachers and children.
- Ensure centers are adequately staffed during all licensed hours in accordance with DHS state and federal requirements; substitute in classrooms when needed to maintain staffing requirements.
- Coordinate pre-service and in-service training focused on education topics, and support parent training on early childhood education topics.

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- Assist to monitor off-site selection of group field trips to align curriculum experiences outside the classroom.
- Assist to coordinate and attend MEO HS Staff Team Conferences to review and discuss individual children and family services needed; plan as a team and identify next steps.
- Use a system to monitor and track student behaviors that can be used as data to identify and plan for next steps with teaching staff, families and children
- Use research based practice coach based strategies when working with teaching staff.
- Monitor lesson plans, and daily classroom operations, to ensure activities/lessons meet individual student goals; to include compliance with learning goals and objectives identified for students with specialized learning plans such as Individual Education Plan (IEP), Behavioral Plans, speech, etc.
- Assist teaching staff to implement a well-organized learning environment; assist to manage inventory of supplies in classrooms in accordance with the Creative Curriculum Fidelity tool.
- Ensures classroom safety practices and standards are met and maintained.
- Conducts routine class observations, assessments and collects data to ensure teaching practices align and comply with the Head Start Performance Standards, Program Service Area Plans, and program requirements.
- Serves as an early childhood education resource for all MEO HS Program staff.
- Promotes opportunities for staff to connect with their peers so they can learn from each other.
- Develop and implement a system to be used by teaching staff to maintain student files in the classroom, and MEO HS administration office, to ensure confidentiality, accuracy, and compliance with MEO HS and Department of Human Service policy and procedures.

Communication and Reporting:

- Establish routine discussions with the MEO HS Teacher Mentor Coach and Disability Mental Health Manager focused on student behaviors and needed support and/or resources.
- Develop, implement and maintain internal systems to support, maintain and foster teaching staff and all Head Start staff communication, a comprehensive program.
- Conduct annual routine staff evaluations and collaborate with individual staff members to identify individual staff goals, and/or implement corrective active measures, to be used with Staff Performance Evaluations.
- Tracks program data for reporting monthly, quarterly, and annual statistics relating to Education services.
- Effectively communicates program information, including Education related events and activities, to staff as needed.
- Work with program managers to facilitate appropriate and timely follow-up for referrals.
- Use data to develop and implement professional development activities/lessons to support and foster staff professional growth to align with Program goals.
- Reports all incidents and/or occurrences of child abuse or suspected child abuse to supervisor, Head Start Director or designee, and Child Welfare Services (CWS) immediately.

Professionalism:

- Demonstrates ongoing, collaborative, and respectful relationships with teaching staff that contribute to their professional identity.
- Provides skillful guidance to teaching staff, and is available to assist staff when they address concerns or situations outside of their current capability.
- Collaborate with teaching staff and MEO Office staff to promote and support active family partnerships and involvement.

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- Maintain a high level of confidentiality concerning information about children, families, and staff.
- Show respect for different families' circumstances and create opportunities for families to consider their aspirations for their children and themselves.
- Assist to identify families' awareness to accessible protective factors/strengths as resources to overcome challenges.
- Promote and respect the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
- Collaborate with external community programs and program partnerships to support Head Start Program, community and statewide initiatives focused on early childhood education.
- Continues professional growth by attending pre-approved classes, workshops and training designed for early childhood, language and literacy and Head Start as approved.

Operational:

- Promote Family Engagement activities focused on building respectful and trusting relationships with children's parents/guardians.
- Assist with implementation of annual self-assessment process related to Education services.
- Engage in comprehensive ongoing monitoring of program service delivery including center observations, ensuring quality services are provided in compliance with performance standards.
- Understand, follow, and support all safety policies and programs.
- Perform duties in accordance with Head Start Performance Standards.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as needed.

SUPERVISORY RESPONSIBILITIES:

Directly supervises classroom teachers and carries out supervisory responsibilities in accordance with the agency's policies, Head Start Performance Standards and applicable laws.

Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly exercise discretion and independent thinking.
- Working knowledge of early childhood education, community programs and available community resources.
- Working knowledge of management and planning and functions and resources of other related agencies and programs.
- Previous supervisory experience.
- Ability to provide individual and group opportunities for teaching staff to engage in critical reflections on personal values, experiences, ethics, and biases when working within a supportive role with families.

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- Ability to handle matters requiring a high level of confidentiality concerning information about children, families and staff.
- Ability to train, direct, instruct, motivate and supervise others.
- Organized, detail and tasks oriented.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Possesses imagination and ideas to promote an age appropriate learning environment.
- Ability to promote social, physical, and intellectual growth for program children.
- Basic understanding of community history, traditions and beliefs.
- Understands of the causes and effects of poverty and knowledge of community resources.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Working knowledge of computer applications including desktop applications and data entry.
- Ability to use standard business machines.
- Ability to work varied shifts, which may include, nights and weekends.
- Ability to travel off island on occasion.

EDUCATION and/or EXPERIENCE:

- Bachelor's or Advanced degree in early childhood education, or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. Supervisory experience preferred.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret Head Start Performance Standards, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from co-workers, staff, supervisors, program participants, partners, and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to apply sound judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to relate and interact with children and their families.
- Ability to maintain composure in demanding and/or hostile situations.
- Ability to perform well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.
- CPR/First Aid certification.

PHYSICAL DEMANDS:

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

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individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- Occasionally required to climb or balance and taste or smell.
- Must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The noise level in the work environment is usually moderate.