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## **Position Information: EDUCATION MANAGER**

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**Supervised by:** Director of Education & Disabilities

**Supervises:** Teachers, Child & Family Advocates

**Salary:** Manager III

**Classification:** Exempt

**Terms of Employment:** Regular-Full Time

### **Job Goal:**

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To develop and coordinate a comprehensive center program which complies with Federal Performance Standards; ensure that staff, parents, and volunteers receive instruction and training in Early Childhood Education; assist the Family Engagement Director in implementing the Family/Community Partnerships Component of program; assist in the recruitment, selection and enrollment of children and families; assist the Health Services Director in implementing the Health Services component; and implement family partnership services for families.

### **Essential Responsibilities:**

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- Assist in the planning and coordination of an Educational Services Program for Early Head Start/Head Start/OPP/Family Child Care providers
  - Assist the Director of Education & Disabilities in education component planning, development, and operation
  - Assist in the maintenance and updating of a program curriculum to include major themes and related activities for the classroom and home visits
  - Act as an advisor for site staff, parents and volunteers, concerning Early Childhood Education and supervision as directed
  - Act as the Literacy Specialist and provide coaching in areas of language and literacy enhancement for designated classrooms
  - Ensure coordination of Comprehensive Parent/Staff Conferences with staff to include a written report on each family from all component staff, two times each year
  - Ensure that each Early Head Start/Head Start/OPP/FCC family receives the required amount of home visits
  - Assist staff in follow-up regarding possible difficulties with classroom and/or home visit attendance
- Ensure that all education forms are completed and utilized effectively and appropriately
  - Evaluate education staffs' daily plans and conduct post-evaluation conference
  - Ensure that goals for individual children and families are being recorded and tracked on Staffing Forms and progress notes and that related activities are planned on the daily planning book
  - Ensure that education staff maintain the required component information in each child's notebook and portfolio
  - Ensure that the required component information is maintained in each child's file
- Record keeping and monitoring
  - Assist in monitoring classroom and home visit attendance
  - Assist with the tracking and reporting of ongoing assessment and screening according to assessment schedule
- Supervise Site Staff in program operations, to include using all agency policies and procedures for developing staff skills for successful job task completion
  - Mentor staff using positive role modeling and reflective supervision techniques, in order to strengthen skill levels and confidence
  - Provide supervision support to staff in components other than education by providing guidance in daily activities and communicating with direct component supervisor of any performance related issues.
  - Observe and record monthly, the performance of education staff in the classroom, family child care homes, and/or home visits following the observation cycle

- Monitor and evaluate job performance of education staff and develop and/or revise Professional Success Plans with staff annually. Provide input on center staff performance to component supervisors.
- Delegate work assignments and duties
- Assist with the screening, interviewing and hiring teams for site education staff
- Assist the HS/EHS Program Director as the contact person for Human Service agencies for social service issues and concerns.
  - Maintain a system for making social services referrals
  - Assist the Family Development Director in orienting training to staff and community partners on family strengthening
- Assist in Staff Development by developing and implementing a training plan for staff.
  - Participate as a member of agency committees as assigned
  - Assist in assessing training needs
  - Develop training resources with assistance from other component staff
  - Assist in coordinating and implementing training at Staff Meetings and as needed throughout the year.
  - Provide training in Early Childhood Education for staff, parents, and/or volunteers at In-Service meetings and/or by becoming an instructor of record at a university in order to provide trainings which result in ECE credits for staff.
- Assist the Health Services Director in the Health Services component
  - Help families establish an ongoing relationship with health and dental care providers
  - Ensure that all medical and dental screens and appropriate follow-up and/or referrals are completed, including initial education with parents with first screening and each 6 month follow up thereafter with HS families regarding Lift the Lip exams
  - Ensure that the nutrition assessments are completed and appropriate follow-up and/or referrals are completed to include discussing WIC/Nutrition goals with classroom staff and following up with parents
  - Encourage parents to complete required immunizations for their children and keep CIS/Immunization Record up to date with all changes routed to Data Entry Coordinator
  - Review ChildPlus Health Tracking record for accuracy, making changes and submitting them to Data Entry Coordinator monthly
- Assist in the implementation of an agency wide Parent Involvement Program
  - Work with center teams to encourage parents to be involved in all components and programs of the agency
  - Promote prevention and family strengthening activities (picnics, leadership training, parenting classes, sewing classes, quilting classes, etc.) with center staff and parents
  - Ensure that volunteers are always supervised and never left alone with a child
  - Be available as a resource person for Parent Center training upon request
  - Provide assistance to center teams for involving parents in all components and programs of the agency
  - Provide assistance to center teams for involving families in the agency programs

**For Education Managers providing Regional Support:**

- Conduct recruitment, selection and enrollment of children and maintain enrollment levels as prescribed by Head Start Policies and Performance Standards
  - Be knowledgeable of Agency eligibility requirements
  - Assist in planning and implementing the recruitment process; identify and recruit children with documented disabilities/special needs
  - Make a recruitment home visit for all completed applications
  - Orient parents to Agency policies and program design at the recruitment home visit
  - Work with Child & Family Services Director and other appropriate staff to enroll children within agency guidelines
  - Coordinate enrollment with the Center team
  - Work with the Selection Committee and Child & Family Services Director to develop the agency selection criteria
- Maintain an adequate social services referral system for coordinating the resolution of family needs and goals.
  - Make home visits with each family for the completion of the Family Partnership agreement and

- follow up on goals established
- Assist families in developing resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources
- Refer families to appropriate agencies and follow up on referrals
- Develop and maintain working relationships with community resources/partners by making on-site visits
- Orient and provide information to staff and parents regarding social services and community resources
- Provide Parent Education as directed

## **General Staff Responsibilities:**

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### **Employees of UMCHS aspire to the following:**

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
  - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
  - Be a respectful, cooperative, and reliable team member and participant in program activities.
  - Project a professional work image, both in dress and manner.
  - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
  - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

## **Education Requirements:**

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- BA in Early Childhood Education or related field

## **Experience and Skills Requirements:**

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- Two years teaching experience
- Supervisory experience
- Head Start experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Administrative background (preferred)
- Knowledge of risk/protective factors model and substance abuse prevention (preferred)
- Adequate means of transportation.
- Desire to work with low-income children and their families

## **Physical Requirements:**

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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. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material

- Lift and move heavy and/or bulky objects up to 10 lbs.
- Sit for long periods of time with keyboard and do data entry at a computer.
- Occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms.
- Frequently required to drive, walk and climb stairs in the office and in a variety of community-based and home settings.
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

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- The work environment includes indoor office environments or comparable spaces and community spaces, with some exposure to outdoor weather when traveling between sites. The noise level varies by sites and meetings.
- Job tasks are performed in close physical proximity to other people

### **Safety:**

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

### **Agency-Wide Requirements:**

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***