



**UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION**

Head Start

DIRECTOR OF EDUCATION & DISABILITIES

Position Information:

Supervised by: Head Start/Early Head Start Director

Supervises: Education Managers, Mental Health Manager, Administrative Assistant

Salary: Director II

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To develop and coordinate a comprehensive Educational program which complies with Federal Performance Standards. To ensure that staff, parents, and volunteers receive instruction and training in Early Childhood Education. Oversee the Disability function of Head Start

Essential Responsibilities:

- Plan and coordinate an Educational Services Program for Head Start/OPP/Early Head Start
 - Advise the Executive Director in education component planning, development, and operation
 - Supervise the teaching staff in program operations
 - Maintain and update a program curriculum to include major themes and related activities for the classroom and home visits to include Outcomes for Children as designated in the Performance Standards
 - Act as an advisor for all staff, parents, and volunteers concerning Early Childhood Education and supervision
 - Coordinate Comprehensive Parent/Staff Conferences to include a written report on each family from all component staff, two times each year
 - Assist in Comprehensive Staffing to develop and assess goals for children and families
 - Observe and record monthly performance of education staff in the classroom and/or home visits following the observation cycle
 - Evaluate, with input from the Executive Director, Team Leaders, and Component Directors, the Education Staff's job performance annually
 - Develop Professional Development Plans with education staff annually
 - Supervise the Child/Family Services Managers in their duties as Literacy Specialists
 - Ensure that each Head Start/OPP/Early Head Start family receives the required amount of home visits each month by the teaching staff
 - Assist staff in follow-up regarding possible difficulties with classroom and/or home visit attendance
 - Coordinate the screening, interviewing, and hiring teams for teaching staff
 - Contribute relevant component article to the agency newsletter
- Ensure that all education forms are completed and utilized effectively and appropriately
 - Evaluate education staff's daily plans and conduct post-evaluation conference
 - Ensure that goals for individual children and families are being recorded and tracked on Staffing Forms and in 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 file
- Gather and maintain data on Child Outcomes three times annually and present results to the Administrative Team, Board, and Policy Council
- Participate as a member of the Staff Development Committee
 - Assist the Staff Development Committee and Policy Council in developing and implementing a training plan for staff, parents, and volunteers
 - Meet with the Curriculum Committee at least twice each year
 - Assist in assessing training needs
 - Develop training resources with assistance from other component staff
 - Assist in coordinating and implementing training at Staff Meetings
 - Provide training in Early Childhood Education for staff/parents as requested
- Record keeping and monitoring
 - Complete a monthly report for the Executive Director and a Policy Council Report three times each year
 - Conduct initial observation on individual children referred for developmental, social, or emotional concerns
 - Ensure the National Reporting System is administered twice a year
 - Maintain a system for tracking Outcomes
 - Maintain a system for monitoring attendance
 - Maintain a file for all attendance forms
 - Compute monthly attendance averages for classrooms and home visits
- Plan, coordinate, and supervise the implementation of disabilities services for Head Start/OPP/Early Head Start
 - Ensure that UMCHS has in place current written interagency agreements with all LEAs in the service area
 - Ensure that all children suspected of having a disability are referred to the LEA for an evaluation
 - Serve as liaison between UMCHS and the LEA
 - When appropriate and possible, participate in MDT meetings for children enrolled in Head Start/OPP
 - Provide consultation for staff, parents, and volunteers concerning services for children with documented disabilities
 - Ensure that a comprehensive staffing for each child with a documented disability occurs two times yearly and assist in developing goals and services
 - Provide training for staff and parents of the role of disability services within Head Start/OPP/Early Head Start
 - Ensure that UMCHS staff are active participants in IFSP meetings
 - Ensure that copies of all necessary materials documenting a disability and the delivery of services are in the children's files
 - Represent UMCHS on the Early Childhood Council
 - Ensure that documentation exists on the delivery of Head Start/OPP services in the classroom and on home visits addressing IFSP goals
 - Ensure that data maintained in the system to track all children with documented disabilities enrolled in Head Start/OPP are accurate and up to date
- Ensure that all children suspected of having a disability, but determined by the LEA to not be eligible for EI or ECSE services are reviewed to determine if they potentially meet Head Start/OPP criteria for special services
 - Ensure that there is a procedure for obtaining all necessary evaluations and convening a

MDT meeting if it is felt that the child potentially meets Head Start/OPP criteria, but is found not eligible for EI/ECSE services by the LEA

- Contribute relevant Education Component information at Administrative Staff and Team meetings and Staff meetings

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- 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

Qualifications:

- MA/BA degree in ECE, Business/Public/Education/Health Administration or related field
- Four years teaching experience in a preschool setting
- Two years supervisory experience
- Administrative background
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- Head Start experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation.
- Desire to work with low-income children and their families

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written

- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Ability to 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
- Instruct, lead, train and facilitate others in a group setting

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