
Position Information: DIRECTOR OF EDUCATION & DISABILITIES

Supervised by: Head Start/EHS Director

Supervises: Regional Child & Family Services
Integration Managers, Administrative Assistant

Salary: Director II

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

Oversees and directs the planning, organizing, and implementation of education services for children and the Disability function in compliance with Federal Performance Standards and local educational goals and power standards. These services contribute to the increased school readiness, child well-being and social competence in children and the recognition and enhancement of parents as the primary educators of their children. Works as part of an effective team to ensure that staff, parents, and volunteers are well equipped to provide best practice care and Early Childhood Education.

Essential Responsibilities:

- Plan and coordinate an Educational Services Program for Head Start/EHS/EHS CCP/OPK and other assigned preschool opportunities
 - Advise the Executive Director and Head Start/EHS/EHS CCP/OPK and other relevant Directors in education component planning, development, and operations
 - Supervise all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies
 - Supervise the teaching staff in program operations in fulfillment of the Head Start/EHS/EHS CCP/OPK Performance Standards aligning with the Early Learning Outcomes Framework
 - 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
 - Ensure integration of culturally effective objectives and resources to develop equitable environments reflected in positive child outcomes
 - Ensure that each Head Start/EHS/EHS CCP/OPK 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 and facilitate monitoring of attendance plans
 - Maintain policies complying with Head Start/EHS/EHS CCP/OPK Performance Standards, related to curriculum, disabilities, attendance, and personally identifiable information
 - Coordinate the screening, interviewing, and hiring teams for teaching staff
- Ensure that all education forms are completed and utilized effectively and appropriately
 - Participate in and facilitate the evaluation of education staff's daily plans and post-evaluation conferences
 - 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 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 in Professional Development planning for HS/EHS/EHS CCP and Education Staff
 - Assist the Staff Development Committee and Policy Council in developing and implementing a training plan for staff, and volunteers
 - Meet with the Curriculum Committee at least twice each year
 - Assist in assessing training needs in response to program data and in alignment School Readiness Goals and the ELOF
 - 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
 - Facilitate a coordinated coaching policy implementation, with regular evaluation
- Record keeping and monitoring
 - Complete monthly reports for the Executive Director, as required for the Early Learning Hubs and a Policy Council Report three times each year and provide necessary data as requested
 - Facilitate initial observation on individual children referred for developmental, social, or emotional concerns by participation or coordination with Integrated Education Managers
 - 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
 - Observe and record monthly performance of education staff in the classroom and/or home visits following the observation cycle
 - Oversee accurate collection and submission of information needed for PIR
- Plan, coordinate, and supervise implementation of disabilities services for Head Start/EHS/EHS CCP/OPK
 - Ensure UMCHS has current written interagency agreements with all LEAs in the service area
 - Ensure all children suspected of having a disability are referred to the LEA for an evaluation
 - Serve as liaison between UMCHS and the LEA
 - 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 on the role of disability services within Head Start/EHS/EHS CCP/OPK
 - 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
 - Participate in the development of I.E.P. (Individual Education Plan) or I.F.S.P.'s (Individual Family Service Plan)
 - Ensure that data maintained in the system to track children with documented disabilities enrolled in Head Start/EHS/EHS CCP/OPK are accurate, up to date, and secure
- 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/EHS/EHS CCP/OPK criteria for special services
 - Ensure there is a procedure for obtaining all necessary evaluations and convening an MDT meeting if it is felt the child potentially meets Head Start/EHS/EHS CCP/OPK criteria, but is found not eligible for EI/ECSE services by the LEA
- Systems Coordination
 - Provide consultation and participation in school district preschool programs in order to facilitate curriculum implementation, quality staffing, and evaluation of outcomes.
 - Facilitate coordination with school districts regarding kindergarten transitions
 - Coordinate collection, processing, and sharing of data pertinent to child outcomes and school readiness goals with school districts and HUBs

- Coordinate the transition of children to Kindergarten, and assist with the children's transition to their next destination at the end of the season.
- Work cooperatively with other component coordinators to plan education services integrated with health, mental health, dental health, nutrition, parent involvement, and social services;
- Supervision
 - Evaluate, with input from the Executive Director, HS/EHS/EHS CCP Directors, Team Leaders, and Component Directors, the Integrated Education Managers' job performance annually
 - Work with Integrated Education Managers to develop Professional Development Plans for education staff annually
 - Supervise Integrated Education Managers to provide strategic coordination of leadership within distinctive rural/frontier and urban regions providing reciprocal feedback to leadership and in concert with the Community Assessment.
- Contribute relevant Education Component information at Administrative Staff and Team meetings and Staff meetings

General Staff Responsibilities:

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:

- MA/BA degree in ECE, Business/Public/Education/Health Administration or related field

Experience and Skills Requirements:

- Four years teaching experience in a preschool setting
- Minimum 5 years' experience managing, designing and implementing educational programs
- Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services.
- Ability to collaborate with and have working knowledge of local community resources related to disability services
- Proficiency with Microsoft Office suite (Word, Excel, Outlook) along with knowledge of or demonstrated ability to use database applications.
- Ability to establish relationship of trust and respect with staff, families and children.
- Effective interpersonal and oral communication skills
- Ability to conduct trainings and provide presentations to large and small groups

- Ability to use abstract reasoning, problem solving, planning, and analytical skills in training, evaluation, and program development
- Ability to prioritize and manage work load and deadlines
- Head Start/EHS/EHS CCP/OPK experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation
- Desire to work with low-income children and their families

Physical Requirements:

The physical demands and work environment described below 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:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds
- 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)

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

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment. Job tasks are performed in close physical proximity to other people.

Safety:

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:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- 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. A DMV Record check will be conducted 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