

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

JOB TITLE:	<u>EDUCATION MANAGER</u>	GRADE:	<u>11</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>HEAD START DIRECTOR</u>	STATUS:	<u>Exempt</u>

I. INTRODUCTION:

Under general supervision of the Head Start Director, using complex analytical judgment, coordinates and implements all activities of the education component to provide developmentally appropriate activities to all children enrolled in the Head Start Program.

II. DUTIES AND RESPONSIBILITIES:

1. Develops for approval and implements approved strategies for achieving the education objectives outlined by the funding source.
2. Plans and coordinates the development of a supportive social and emotional climate in each center operation; the institution of a balanced program of activities to develop the individual intellectual skills of recipients and promote self-reliance, and to promote physical growth and ensure appropriate supervision and safety of recipients.
3. Develops and implements methods to assist parents in increasing observation skills and how to share assessment with staff.
4. Develops and implements programs to meet the individualized special needs of children from various populations, racial and ethnic backgrounds.
5. Develops procedures for and supervises the on-going observation, recording and evaluation of each recipient's growth and development.
6. Coordinates and supervises the provision of a physical environment conducive to learning and reflective of different stages of child development (ex: building/equipment safety, fire safety, cleanliness, provisions for disabled children ensuring that state licensing requirements are met, etc.).
7. Coordinate with other Head Start Programs, educational facilities, etc., in planning education activities conducive to recipient needs; develop methods for parent involvement in the planning process.
8. Coordinates and supervises the implementation of an approved assessment as may be required.
9. Supervises the development of daily educational lesson plans for each center.
10. Monitor budgets by center location on a monthly basis to insure no overspending of funds.
11. Sets annual goals with Center Supervisors and conducts center supervisor evaluations annually.
12. Serves as technical advisor to other child care program relevant to educational development.
13. Requisitions sufficient furniture, equipment and programmatic materials necessary to meet the needs of the program.
14. Prepares all required reports, forms, client data files, etc., as required; assists in the planning and implementation of staff training.
15. Attend all workshops, seminars, pre-service and in-service trainings, etc. as required.
16. Assists Head Start Director in the coordinating, monitoring and evaluating of the Head Start Program.
17. Assist Head Start Director with interviewing personnel for education component.
18. Supervises Center Supervisors; conducts staff evaluations, administers disciplinary measures

within the scope of authority.

19. Coordinate with Mentor/Coach Literacy Manager in compiling and analyzing children's outcomes data and preparing written reports for the Head Start Director.
20. Works in conjunction with Disabilities/Mental Health, Family Services and Mentor/Coach Literacy Managers in implementing transition procedures for families prior to children entering other schools.
21. Assists with increasing in-kind services and donations each year.
22. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (entry requirements):

1. Bachelor's Degree 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.
2. Five (5) years' experience supervising (directly or indirectly) a staff of 50 or more professionals.
3. Extensive knowledge (at least three (3) years experience) in communicating effectively,
4. both orally and in writing and in the preparation of reports and/or narratives.
5. Considerable knowledge in the techniques and concepts of human relations.
6. Considerable knowledge (at least two years' experience) in establishing and maintaining working relationships with other organizations, group etc., and/or in the concepts of making effective contact with individuals, families, etc. for the purpose of data collection, counseling, information sharing, etc.
7. Valid driver's license or reliable transportation to and from work.
8. Able to attend overnight meetings and workshops.
9. Ability to maintain and retrieve files and to visually review.
10. Able to lift 25 pounds.
11. Must be able to pass a SLED/FBI criminal background check
12. Must be able to pass a Central Registry Check.
13. Must be able to pass a drug screening.
14. Must be able to pass a Staff Health Assessment for Caring for Children.
15. Must have a Tuberculosis Certification.
16. Must be able to communicate effectively with children, staff, and parents.

B. DESIRABLE:

1. Masters in Early Children Education; or, Bachelors Degree in Early Childhood Education and five (5) years experience directing a child care program.
2. Considerable knowledge (at least two (2) years experience) of management concepts and principles.
3. Considerable knowledge (at least two (2) years experience) of community action concepts.
4. Considerable knowledge (at least two (2) years experience) of the government regulations and guidelines for operation of the Head Start Program.

IV. MOBILITY:

Upward-----Head Start Director
Lateral-----Content Area Manager
Downward-----Center Supervisor/Teacher

V. HOURLY RANGE: \$ 23.64 - 35.36 (\$49,171 - 73,548)

Signature

Date

Approved by Policy Council: _____ January 18, 2018 _____

Approved by Board of Directors: _____ January 26, 2018 _____