

## JOB DESCRIPTION

**Position:** Education Director  
**Supervisor:** Early Head Start/Head Start Director  
**Hours:** 40 Hours Per Week (may require occasional evenings and weekends)

### ALAMEDA FAMILY SERVICES

Alameda Family Services is a non-profit agency that provides comprehensive supportive services to youth, families and children in the City and County of Alameda. The services include groups, outreach, developmental screening, home visits and mental health services for new parents and their infants; counseling for youth and their families; parent education classes; early childhood development and family services; drug and alcohol education, prevention and treatment programs; coed anger management groups; domestic violence treatment and victim support; school-based mental health programs; shelter, advocacy, crisis intervention, case management and other support services for runaway and homeless youth; and a training program for post-graduate psychology, MFT and social work students.

### ALAMEDA HEAD START/EARLY HEAD START

Alameda Early Head Start provides comprehensive child development and family services. Early Head Start is a federally funded program that provides no cost services to families who are low-income, reside in the City of Alameda and who are pregnant or have children who are between the ages of 0- 5. Education services are provided through a variety of program options including home based, center-based and combination programs. Family Services include education, health, nutrition, mental health, social services, transition, parent involvement and disabilities.

### OVERALL RESPONSIBILITIES

As an integral member of the Early Head Start team under the supervision of the EHS/HS Director, the Education Director is responsible for all child development services related to the program.

### SPECIFIC RESPONSIBILITIES AND DUTIES

Specific duties include, but are not limited to the following:

- Guide the planning and implementation of a comprehensive child development program with developmentally sound curriculum and philosophy in all program options and settings.
- Put into practice theories and sound principles of child and adult education
- Provide leadership and support to the Early HS and Head Start staff in developing, implementing and evaluating comprehensive child development services
- Support and supervise all teaching staff and Education Coordinator by providing day-to-day support and supervision; completing written performance evaluations; serving as a model and mentor; evaluating program services and activities and providing in-service and ongoing training.
- Oversee staff to ensure the timely completion of all program requirements, documents, paperwork and reports.
- Embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.
- Ensure that child development and family services are in keeping with the program's curriculum and philosophy (Creative Curriculum, Anti-Bias Curriculum and Developmentally Appropriate Practices) and reflect and respect the individual development and diversity of the program's children, families and staff.

- Work closely with the Mental Health/Disabilities Director to ensure coordinated services for children with atypical needs
- Ensure that children with disabilities are included in all aspects of the program from enrollment through kindergarten transition
- Ensure that the program, services and facilities are in compliance with agency and program policies, Head Start regulations, Community Care Licensing standards, Child Protective Services regulations, California Child Care Food Program regulations and all other appropriate and applicable regulations and policies.
- In keeping with the philosophy of the program, reflect and respect the individual development and diversity of the program's children, parents/guardians and staff.
- Ensure that activities are welcoming for all children and parents in the program, including children with disabilities and special needs
- Be available to parents/guardians to answer questions and consistently approach activities in a positive manner to the benefit of the children, parents, staff, program and agency
- Participate in staff programs, trainings and program-wide activities as needed
- Support and promote a team environment by encouraging and facilitating problem solving; accepting supervision and working closely with other office and center staff.
- Support and promote the agency and program mission and philosophy within the agency, program and community, including following the agency and program lines of communication

### **QUALIFICATIONS**

Minimum BA or BS required plus fully qualified preschool program director as measured by state licensing standards. Must have a minimum of 2 years experience supervising multiple classrooms and 10 or more teachers, and experience working with diverse groups of children, families and meeting their individual needs.

Ability to communicate effectively with staff, parents, other agencies and the public both verbally and in writing; strong computer skills and successfully managing a program are essential to this position. Must be flexible, organized, and have the ability to work well with others. Knowledge of Early Head Start, social service and disability issues affecting low-income families and children, automobile and second language skills a plus.

Please send cover letter and resume in plain word format to [hr@alamedafs.org](mailto:hr@alamedafs.org).