
JOB DESCRIPTION

POSITION TITLE: Education Manager EXEMPT WC 8742

IMMEDIATE SUPERVISOR: Program Manager – Support Services

SALARY: Grade 28 \$3,269.51 - \$4,073.46 (40 hour work week)

GENERAL STATEMENT OF RESPONSIBILITY:

Under the supervision of the Program Manager-Support Services, the Education Manager is responsible for delivery of quality education services to include; research, data analysis, development, planning, training, technical assistance, monitoring and child development, collaboration/partnerships and the overall implementation of education services as outlined in the Head Start Program Performance Standards and program guidelines.

EXAMPLE OF DUTIES:

- Responsible for orientation and necessary support and technical assistance to education staff to ensure quality services and compliance with Performance Standards and State Licensing Regulations.
- Responsible for implementation of curriculum across all options.
- Provide training and support to education staff in developing lesson plans, including individualization to meet the needs of each enrolled child.
- Assists Head Start Director in planning education budget and written reports that are to be submitted to the regional office.
- Responsible for classroom and playground environments that encourage and stimulate learning through play.
- Responsible for training and supporting education staff in classroom and playground management.
- Responsible for outreach and utilizing community resources to improve school readiness throughout the Head Start Preschool Program.
- Responsible for transition activities that include parents, staff, elementary school representatives or representatives for other options chosen by parents.
- Works with Program Manager in assessing staff qualifications, education, and training/ technical assistance needs.
- Assist Program Manager in implementing and providing on-going support for a Mentoring/Coaching program.
- Responsible for program monitoring all options and follow up on corrective action plans.
- Responsible for Generating in-kind.
- Participates and assists in planning the annual self-assessment.
- Responsible for participation in program planning with the management team.
- Assists staff in mediating and resolving concerns among staff, parents, or the community.
- Responsible for the development of a comprehensive written education services plan.
- Responsible for training and providing ongoing support to education staff on screening, developmental assessments, and on-going assessments.
- Works with the special services coordinator to adjust classroom environments and curriculum to meet the needs of children with special needs.
- Assist staff in application process for obtaining California Child Development Permits.
- Works with team to ensure integration of services among all service areas.
- Initiates and maintains up-to-date staff development plans for Education staff, and ensures staff meets the Federal, State and local requirements.
- Reviews performance evaluations on teaching staff with the Center Operations Manager.
- Completes and submits monthly reports according to schedule.
- Meets regularly with management team to discuss monitoring findings, and if needed, update education services procedures.
- Attends other meetings or conferences as needed or assigned.
- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Masters Degree in Leadership, Business Administration or related field with a Bachelors Degree in Child Development and two years preschool teaching experience and one year supervisory experience.

OR

Bachelor's Degree in Child Development or Early Childhood Education and three years preschool teaching experience and two years supervisory experience.

QUALIFICATIONS/REQUIREMENTS:

- Demonstrate supervision, leadership and management skills
- Ability to establish and maintain productive relationships with community, staff, and parents.
- Excellent verbal and written communication skills
- Knowledge and use of computer to collect data and generate reports.
- Sensitive to cultural, economic and language differences
- Bilingual (English/Spanish) preferred.

OTHER REQUIREMENTS:

- Must have reliable, insured transportation and a valid California driver's license
- Must be able to meet KCAO, Head Start, and Community Care Licensing hiring requirements which include:
 - Fingerprints with child abuse index
 - DMV printout
 - Health examination with tuberculin clearance
 - Child Care Health & Safety units (First aid and CPR included)
 - Home telephone

PHYSICAL REQUIREMENTS:

- Standing or sitting for periods which may exceed hour
- Ability to lift up to 30 pounds.
- Hearing and speaking to exchange information in person or on phone

APPLICATION & JOB DESCRIPTION AVAILABLE AT:
KINGS COMMUNITY ACTION ORGANIZATION
1130 N 11th AVENUE, HANFORD, CA 93230 – (559)582-4386 www.kcao.org
FILING DEADLINE: OPEN UNTIL FILLED
EQUAL OPPORTUNITY EMPLOYER

Individuals, who because of a disability require special accommodation to attend a meeting or interview process, should call the Human Resources office at 559-415-7213. When possible, request should be made two working days in advance.