



JOB ANNOUNCEMENT: EDUCATION MANAGER

Wu Yee Children's Services is a non-profit family and children's services agency founded in 1977. Our mission is to create opportunities for children to be healthy, for families to thrive, and for communities be strong.

DUTIES AND RESPONSIBILITIES:

- Develop written policies and procedures that address the individual needs of children, including those with disabilities or identified as needing early intervention, and review annually to ensure that they are kept current
- Develop service area plan elements to address the developmental needs of children and families enrolled in EHS/HS and other child development programs across program options
- Collaborate with the Director of Program Operations, Health and Mental Health Manager, Family Community Partnership and Disabilities Manager, and Center Managers to ensure that the individualized needs of children are met
- Provide leadership to the Home Based and Family Child Care Specialists on "best practice" in the area of pregnant women, infant and toddler curriculum; embracing the role of the parent as the primary educator of the child
- Advise and train the Home Based and Family Childcare Program Specialists regarding screening, assessment, environments, pregnant women and infant/toddler curriculum, including working with parents to individualize for children
- Lead the integration of curriculum components through team development, integrated work plans, and collaboration
- Provide or coordinate ongoing training to staff and Family Child Care providers regarding individualized child development curriculum, screening, and assessment tools
- Collaborate with Family Community Partnership and Disabilities Manager regarding parent training needs on early childhood development, literacy and disability issues
- Monitor early childhood development practices related to education and curriculum across program options
- Consult with Child Development Program Co-Directors regarding individual training, modeling and monitoring needs of staff based upon observations and monitoring visit reports
- Ensure program compliance with Wu Yee policies, licensing, pertinent laws, guidelines, and Head Start Performance Standards, and that quality services in all program areas
- Develop appropriate strategies for overcoming barriers to program improvement based on monitoring results, monthly reports, staff and parent input
- Evaluate program data to determine efficacy of programs, and determine needs and trends
- Participate in the design of program and administrative systems, convey system to appropriate staff, and monitor implementation

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum 4 years work experience in a Child Development setting with infants and toddlers
- Bachelor's Degree in Early Childhood Education, Child Development, Social Services or related field, with a minimum of 6 ECE units in infant and toddler development
- A valid California Child Development Site Supervisor permit
- Demonstrated knowledge of adult learning principals
- Excellent writing and oral communication skills
- Capacity to plan, deliver, implement and evaluate early childhood training
- Experience working with culturally diverse staff and families
- Occasional lifting up to 50 pounds

COMPENSATION AND BENEFITS:

Salary depending on experience plus 18 PTO days, full cafeteria plan for health, dental and numerous other benefits

APPLICATION PROCESS:

Send resume w/ cover letter to: Wu Yee Children's Services, 706 Mission St., 6th Floor, San Francisco, CA 94133, Attn: Human Resources or fax to (415) 543-1618. E-mail: humanresources@wuyee.org. Immediate opening until filled. Head Start/Early Head Start Parents will be given preference for which they qualify; please note this in your cover letter. Wu Yee is an equal opportunity employer.

For more information, please visit: <http://www.wuyee.org/joinus/employment.html>