



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Education and Children Services Manager** is responsible for oversight of the implementation of the Head Start / Early Head Start Program Performance Standards on Education, Disabilities, and Mental Health. This includes regular connections with teaching staff, children, and families in pursuit of achieving department goals. In addition to these responsibilities, the Education and Children Services Manager works closely with the department Managers and Director to provide departmental leadership and ensure programmatic and operational continuity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Management:

1. Works in concert with all department managers and assists in responsibilities of the department in the absence of the Early Childhood Director.
2. Ensures qualified staff and materials for implementation of quality education and child development services.
3. Monitor and oversee implementation of child services in accordance with Head Start Program Performance Standards and other quality benchmarks with particular attention to mental health, education, and disabilities services.
4. Ensures program-wide behavioral and developmental screenings are completed within 45-day requirement.
5. Coordinates with local early intervention programs to ensure services to children who are diagnosed with or may be diagnosed with disabilities.
6. Provides technical support to staff around behavior interventions, curricula, and assessment.
7. Ensures annual environmental assessments and CLASS observations for all designated classrooms.
8. Monitors classrooms to ensure components of high-quality classrooms through components of Conscious Discipline and use of fidelity checks.
9. Attends program and state meetings as scheduled.
10. Creates/updates policies as needed or requested.
11. Provides support and oversight of State of Maine DHHS Child Care Facilities Licensing Rules and regulations to ensure compliance.
12. Communicates with families and service providers as needed to advocate or address concerns/complaints.
13. Coordinates with partners to ensure systems for smooth transitions of children leaving programs or services.

Records Management:

1. Monitors educational, disability, and mental health data in Childplus database.
2. Maintains eDECA database, including maintaining sites, groups, users, children, ratings, and licensures.
3. Assists with annual Program Information Report (PIR) and other program reports required by all funding sources.
4. Assists in development of annual education/child development Training and Technical Assistance Plan.

Position Title:

Education and Children Services Manager

Department:

Early Childhood Program

Reports To:

Early Childhood Director

Supervises:

Site Supervisors
Coach

FLSA Status:

Exempt

Salary Range:

E

Last Revised/Approved:

March 2023

5. Provides Early Childhood Director with Monthly Summary on the education components of the program.
6. Assists with annual program Self-Assessment.

Fiscal Management:

1. Follows Agency financial policies, practices and procedures.
2. Responsible for coordinated development of the Training and Technical Assistant Plan and Budget and classroom budgets.
3. Maintains appropriate oversight of classroom activities to support staff and department in meeting and maintaining program fiscal objectives.

Personnel Administration and Supervision:

1. Manages personnel actions, hiring, supervising, and evaluation of content area staff.
2. Provides day-to-day supervision of Site Supervisors and Coach.
3. Supports staff to maintain compliance and deadlines with timelines and policies.
4. Collaborates with Site Supervisors and Coach regarding teacher site/classroom assignments.
5. Supports planning of annual Pre-Service including scheduling, preparing trainings, and associated documents.
6. Monitors professional development needs of staff, and connection to resources related to social emotional development, high quality classroom environments, and individualized interventions.
7. Provides ongoing training and technical assistance for all departmental employees in relation to content area.

Professional Development:

1. Maintains qualifications for this position as required by Head Start Program Performance Standards and Rules for the Licensing of Child Care Facilities regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.
4. Keeps up to date on State and Federal regulations governing the program.
5. Takes the lead role for content area specialty training for both staff and families.
6. Maintains CLASS reliability and complete CLASS observations in sites as requested.
7. Maintains SafetyCare Trainer certification and conducts SafetyCare trainings for staff as required to maintain staff certification.

Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in workspaces as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

Safety and Wellness:

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Supports on site and in classroom safety, addressing all concerns in a timely manner.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding workflow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; regularly lift and carry up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. This work may also regularly require visits to early childhood classrooms and require the employee to stand; walk; sit and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a business office setting and in Early Childhood Centers. Noise level ranges from quiet to loud. Exposure to body secretions/fluids and blood borne pathogens. Assigned work may require travel within the local or neighboring communities. Evening and weekend time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. Statewide travel may be needed for meetings and or trainings.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least five years of experience working with infants and toddlers and preschool aged children, preferably in a Head Start Program required, seven years preferred.
- At least two years of supervisory experience and strong supervisory skills.
- Knowledge of typical and atypical infant/toddler/preschool development.
- Knowledge of local resources for families and the processes for accessing resources.
- Familiarity with disabilities services, including Child Development Services (CDS), and other community resources for supporting children with special needs.
- Familiarity with Head Start Standards.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree required; preferably in Early Childhood Special Education; Child Development or Early Child Education with course work in special education; or related field. Master's degree preferred.
- 282 certification preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date