

\$1,920.00 bi-weekly BA or higher

JOB TITLE: Education/Disabilities Services Manager

IMMEDIATE SUPERVISOR: Program Director

GENERAL SUMMARY:

The Education and Early Childhood Development content area is an integral part of the larger system of services provided by Head Start/Early Head Start. It plays an important part in supporting the goals of the program. The position ensures the education and child development services are supported by staff/consultants with training and experience in areas that include the theories and principles of child growth and development, early childhood education and family support. This position is responsible for services to children with disabilities 1308 of the Head Start Performance Standards. This includes working to develop appropriate placement and early childhood education curriculum and providing educational resources for staff and parents, ensuring compliance with performance standards and recognized best practices in the field of early childhood education and special education.

PRIMARY RESPONSIBILITIES:

Program Administration And Coordination

1. Coordinates the Education and Early Childhood Development content area (1304) as well as Staffing Requirement and Program Options (1306) of the Head Start program.
2.
 - a. Reviews and revises education work plan annually. Develops a system for administering and monitoring the education work plan.
 - b. Establishes local program practices for the education portion of the program with parents and staff that support the effective implementation of the education content area.
 - c. Works to assure smooth transition of all children into and out of Head Start/Early Head Start, particularly children with developmental delays/disabilities. EHS develops a program transition protocol for children moving from Early Head Start into the Head Start program or to other preschool placements in the community. HS develops a program transition protocol for children moving from year one to year two in the program, to other preschool placements in the community and/or to kindergarten.

- d. Develops an individual plan for each child to include goal setting based on individual needs for meeting objectives and activities to meet established goals (child outcomes).

Monitoring, Record keeping And Fiscal

1. With the other managers/specialists/coordinators:
 - a. Monitors compliance with the Head Start Work Plan and the Head Start Performance Standards in the area of Education and Early Childhood Development, Staffing and Program Options.
 - b. Develops and implements a plan and system of continuous monitoring and evaluation of activities within the program.
2. Maintains team filing, tracking and documentation systems.
3. Submits verbal and/or written reports to the Program Director on the area activities and status as needed.
4. Monitors budget related to the areas covered.

Supervision And Training

1. With the other managers/specialists/coordinators, plans and implements pre-service and on-going in-service for classroom and home-based staff. Works with individual teachers to develop training plans for obtaining an AA/BA degree or higher in Early Childhood Education as required by the 2007 HS Act.
2. Provides guidance and oversight to teaching staff through monitoring and in designing developmentally appropriate classroom or home-based environments.

EDUCATION AND EXPERIENCE:

Current minimum qualification is one of the following:

A baccalaureate or advanced degree in Early Childhood Education; or

A baccalaureate or advanced degree in any field and *coursework** equivalent to a major relating to Early Childhood Education with at least 500 clock hours of experience in an early childhood setting teaching preschool-age children.

**Coursework equivalent to a major related to Early Childhood Education* includes but is not limited to the following:

A. Teaching Credentials: licensure or certification by the state for Pre-K teachers recognized by the local school district or state education agency as qualifying teachers to teach pre-school children in that school district or state if the individual has at least 500 clock hours of experience in an early childhood setting teaching pre-school aged children. This typically requires a bachelor's degree plus licensure or certification.

OR

B. **Coursework*: No less than 30 credits within the bachelors degree in courses that focus on child development, early childhood education and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics, science, and children's literature. Such courses may have been taken in various departments, such as Education, Home Economics, Music, Art, Library Sciences, Physical Education and Recreation, Psychology, Family Studies, and others.

To be considered for employment, please fill out the application completely by clicking on the following link:

<http://www.cdiheadstart.org/programs/jobpostings/allhsjobs.aspx>

Click on Cape Cod

Bilingual preferred (English/Spanish or English and other languages present in the local area).

CDI HS offers full benefits including medical, vision, dental & life insurance. Paid holidays and scheduled closures. Tuition reimbursement available to those who qualify. Position open until filled. CDI Head Start is an equal opportunity employer. Applicants are considered without regard to race, color, religion, sex, age, disability or any other legally protected status. We provide reasonable accommodation to the known disabilities of applicants and employees, unless doing so would pose an undue hardship. Those applicants

requiring reasonable accommodation should notify Human Resources at the local program. Position open until filled.