

**POSITION: Education Manager / Coach**

**CLASSIFICATION: Salary Exempt**

**BASIC FUNCTION:** Responsible for planning and implementing the Educational Head Start Performance Standards, ODJFS Licensing requirements, Step Up To Quality (SUTQ), supervision of teaching staff and outcomes for children. Work with the Head Start Management Team to provide quality services to families and children. Coach, support, observe and develop individual implementation plans for each teacher to improve instructional practice in the classroom.

**QUALIFICATIONS:**

1. B.A., B.S. in Early Childhood Education, child development, or related field and/or two (2) years demonstrated experience working with Head Start and/or the public school system.
2. Aptitude for accurate record keeping, reporting and writing.
3. Flexibility in meeting job responsibilities.
4. Show the ability to function effectively and appropriately with various community agencies, programs and professionals. Maintain a professional image while representing Head Start.
5. Flexibility, willingness and commitment to attend professional meetings and training.
6. Ability to communicate with children, parents, staff and community members.
7. Ability to remain courteous and professional with children, parents, and staff.
8. Must have a valid driver's license.
9. A sincere commitment to the philosophy of Head Start and to the objectives of an early childhood intervention program.

**SPECIAL CONDITIONS:** The Education Manager must have the ability to demonstrate the physical and cognitive capabilities to fulfill the essential functions of the job.

Physical demands: The physical demands described here are representative of those that must be met by an employee 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 frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, use hands to manipulate, handle or feel objects, tools or controls, reach with hands and arms, and taste and smell.

The employee must regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty-five (25) pounds and occasionally lift up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**SUPERVISOR:** Executive Director

**ESSENTIAL RESPONSIBILITIES AND FUNCTIONS:** Including the following; other duties may be assigned.

Child Care Resources, Inc.  
JOB DESCRIPTION

**Education Responsibilities:**

1. Observe, monitor and assist in the coordination and implementation of the education and early childhood development program area per Head Start Performance Standards at all sites.
2. Plan the education program area with an interdisciplinary team of staff and parents and supervise the implementation of the planned activities.
3. Provide training and educational materials (i.e. handouts, brochures, newsletters, flyers, etc.) for parents and staff on Education and Early Childhood Development issues.
4. Assist in the review and revision of the Education and Early Childhood Development program policies and procedures.
5. Oversee the “Step Up to Quality” initiative for our agency.
6. Conduct environmental assessments on each class at the beginning of the school year.
7. Monitor services to children for required assessments to ensure they are completed in a timely manner.
8. Work in coordination with Site Supervisors and teaching staff to ensure compliance with the Education and Early Childhood Development program area.
9. Train and monitor all teaching staff on the assessment process.
10. Analyze child outcomes data, to plan, strategize and support individual children’s learning.
11. Monitor and manage child outcomes data monthly. Develop an annual report of progress on child outcomes. Develop plan of action(s) when needed.
12. Assist teaching staff in planning education and literacy activities. (Monitor through lesson plans and observations).
13. Review classrooms regularly and make recommendations regarding the curricula, ensuring comprehensive programming incorporates all program areas and are implemented to Fidelity.
14. Coordinate and collaborate to ensure curricula used in the Head Start program are aligned with Head Start child outcomes framework and Early Learning & Development standards with regard to cognitive, social/emotional, and physical competencies and meet the needs of our children.
15. Work in collaboration with all Program Area Manager's to ensure coordination of services for all enrolled Head Start children.
16. Coordinate and perform CLASS observations with all reliable observers at least two (2) times per year.
17. Lead the School Readiness committee and ensure meeting at least three (3) times per year. Oversee and monitor Education Home Visits.
18. Develop, monitor and manage School Readiness Goals in the Head Start Classroom.
19. Ensure staff are implementing Conscious Discipline.

**Coach Responsibilities:**

1. Support the teacher to assess his/her strengths and needs in effective instructional practices.
2. Implement the individual plan developed by the Coach by modeling the goals to improve school readiness. The plan will include steps for achieving goals and the teacher's / peer leader's responsibilities related to each step.
3. Schedule, plan and facilitate on-site visits and modeling sessions.
4. Provide support in forms of sharing resources, providing models of effective practices, observing teachers current practices , and providing supportive and constructive feedback.
5. Complete the Fidelity checklist with all Teachers two (2) times a program year and develop

Child Care Resources, Inc.  
JOB DESCRIPTION

- an implementation plan to support the curriculum.
6. Complete CLASS observations two (2) times a program year. Meet with Teachers to discuss.
  7. As your role of Coach, ensure staff you are not evaluating them on the job, but supporting to develop their strengths in the classroom.

**General Responsibilities:**

1. Dress appropriately for the job at all times. Avoid provocative clothing, as well as, hats or shirts with sexual slogans, curse words, etc. Avoid loose or dangling jewelry that children could grab or become caught in equipment, or sharp objects or pins that could injure children. Wear footwear that minimizes the possibility of slips and falls. Wear clean clothes and practices good hygiene.
2. Participate in the program self assessment.
3. Serve as an advocate for the education and mental health program areas.
4. Assist in the review and revision of the Education and Mental Health program area plans annually.
5. Assist teaching staff in planning education and mental health activities.
6. Respect the confidentiality of children, families and staff.
7. Perform other duties as assigned by the Executive Director.
8. Read and adhere to all policies and procedures set forth in the Child Care Resources, Inc. Policies and Procedures Manual
9. Handle administrative duties promptly and efficiently.

**SUPERVISORY RESPONSIBILITIES:**

1. Carry out supervisory responsibilities in accordance with program policies, procedures and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.
2. Conduct regular staff meetings for training, staff development and program planning.
3. Ensure copies of personnel records, documentation, conference summaries, performance appraisals, and any other pertinent information is forwarded to Human Resources in a timely manner. No information of a confidential nature (including staff doctor excuses or medical information) should be kept outside of the locked HR filing system/office.
4. Must actively participate in the interview/hiring process for data entry person or any other position supervising.
5. Ensure children's files are accurate and up to date. Those files remain secured and available only to persons authorized for use.
6. Ensure Active Supervision is being implemented in each classroom, including training staff Administrators to ensure all playgrounds are safety checked daily and before use and meet ODFJS Licensing requirements.

**BASIC JOB RESPONSIBILITIES AND EMPLOYEE STANDARDS:** All staff must possess the desire and competency necessary to contribute to the growth of the Head Start program through its objectives and standards. In order to comply with this standard each staff member must be able to:

Child Care Resources, Inc.  
JOB DESCRIPTION

1. Work with children without recourse to physical or emotional punishment.
2. Praise and encourage children.
3. Communicate with parents, children, supervisors and co-workers.
4. Recognize and act against hazards to physical well being of children.
5. Demonstrate dependability, patience, maturity of judgment, warmth, flexibility and understanding.
6. Develop and maintain knowledge of Performance Standards, State and Federal Laws as pertains to the program and additional rules and policies as required in the completion of individual jobs.
7. Attend parent and staff meetings as requested.
8. Complete all reporting in a timely manner.
9. Complete any other duties as assigned.
10. Serve as an advocate for the Head Start Program, children and families as appropriate.
11. Participate in any or all efforts to support parent involvement as appropriate to the position.
12. Maintain current training in bloodborne pathogens, communicable disease, child abuse, child CPR, and first aid which is a collateral duty.

I have read and understand the responsibilities of this position and feel I can perform the duties and responsibilities.

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_