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## Job Description

Muskingum County Head Start is looking for an Education Manager to manage site supervisors, teachers, and multiple education sites. This position is 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.

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

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.