

Education Services Manager HS/EHS

Purpose Statement

The job of Education Services Manager HS/EHS is done for the purpose/s of managing, supervising and coordinating the education services and special services programs and related curriculum and activities for the Head Start/Early Head Start program; providing information to others; and implementing and maintaining quality services within established guidelines and standards.

This job reports to Program Administrator HS/EHS

Essential Functions

Analyzes a variety of program related information (e.g. school readiness goals, preschool activities, state reports, parental input, out of classroom activities, etc.) for the purpose of providing direction and support, making recommendations, and/or ensuring overall operations are within budget and adhering to compliance guidelines and meeting performance standards.

Collaborates with staff and administrators for the purpose of developing curriculum, family engagement activities and/or ensuring that services are delivered in compliance with governance requirements.

Develops policies and procedures (e.g. scope of services, program expansion, training, etc.) for the purpose of meeting the educational needs of Head Start/Early Head Start children and their families and/or ensuring compliance with established guidelines and/or standards, including Title 5 and Title 22.

Directs department operations and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.

Ensures compliance with Head Start Performance Standards, CDE regulations (e.g. School Readiness, Special Needs, etc.) for the purpose of following all guidelines and requirements of the COE and all State and Federal regulatory agencies.

Implements a wide variety of programs (e.g. child development services, curriculum, training plans, etc.) for the purpose of ensuring State and Federal compliance with established guidelines.

Maintains manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Monitors assigned program activities (e.g. tracking assessment data, outcomes, activities, budgets, etc.) for the purpose of promoting parent engagement and community partners in meeting the needs of Head Start families and delivering services in compliance with department objectives.

Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a variety of materials (e.g. reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.

Responds to inquiries for the purpose of resolving issues, facilitating communication among parties and/or providing information or directions.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of Early Childhood Education; age appropriate activities; assessment instruments and techniques; concepts of grammar, spelling and punctuation; job-related codes/laws/rules/regulations/policies; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; networking and facilitating communications; motivating others; and developing and implementing effective conflict resolution.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Pre-Employment Health Screening

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Child Development Site Supervisor Permit
Pediatric CPR/First Aid Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Proof of Influenza, Pertussis & Measles Immunizations

FLSA Status

Approval Date

Salary Grade

