

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>EDUCATION/OPERATIONS SERVICES MANAGER</b>	
<b>Supervisor: Education/Disabilities Director</b>	<b>Subordinates: Teachers and Child &amp; Family Advocates and/or Family Childcare Providers</b>
<b>Classification: Manager III</b>	<b>Exempt Status: Exempt</b>
<b>Terms of Employment: Regular Full-time</b>	

**Job Goal:** To develop and coordinate a comprehensive Educational program which complies with Federal Performance Standards. To ensure that staff, parents, and volunteers receive instruction and training in Early Childhood Education.

**Essential Responsibilities:**

1. Assist in the planning and coordination of an Educational Services Program for Early Head Start/Head Start/OPP/Family Child Care providers
  - a. Assist the Education/Disabilities Director in education component planning, development, and operation.
  - b. Supervise teaching staff in program operations, to include using all agency policies and procedures for developing staff skills for successful job task completion.
  - c. Mentor staff using positive role modeling and reflective supervision techniques, in order to strengthen skill levels and confidence.
  - d. Assist in the maintenance and updating of a program curriculum to include major themes and related activities for the classroom and home visits.
  - e. Act as an advisor for site staff, parents and volunteers, concerning Early Childhood Education and supervision as directed.
  - f. Act as the Literacy Specialist and provide coaching in areas of language and literacy enhancement for designated classrooms
  - g. Coordinate Comprehensive Parent/Staff Conferences with staff to include a written report on each family from all component staff, two times each year.
  - h. Assist in Comprehensive Staffings to develop and assess goals for children and families, as needed
  - i. Observe and record monthly, the performance of education staff in the classroom /family child care homes and/or home visits following the observation cycle.
  - j. Evaluate, with input from the Education/Disabilities Director, Team Leaders, and Component Directors, the Education Staff's job performance annually.
  - k. Ensure that each Early Head Start/Head Start/OPP/FCC family receives the required amount of home visits.
  - l. Assist staff in follow-up regarding possible difficulties with classroom and/or home visit attendance.
  - m. Assist with the screening, interviewing and hiring teams for site teaching staff.
2. Ensure that all education forms are completed and utilized effectively and appropriately.
  - a. Evaluate education staffs' daily plans and conduct post-evaluation conference.

- b. Ensure that goals for individual children and families are being recorded and tracked on Staffing Forms and in progress notes and that related activities are planned on the daily planning book.
  - c. Ensure that education staff maintains the required component information in each child's notebook and portfolio.
  - d. Ensure that the required component information is maintained in each child's file.
3. Assist the Staff Development Committee and Policy Council in developing and implementing a training plan for staff, parents and volunteers.
- a. Participate as a member of the Staff Development Committee.
  - b. Meet with the Curriculum Committee at least twice each year.
  - c. Assist in assessing training needs.
  - d. Develop training resources with assistance from other component staff.
  - e. Assist in coordinating and implementing training at Staff Meetings.
  - f. Provide training in Early Childhood Education for staff/parents/volunteers as requested.
  - g. Provide parent education as directed.
4. Record keeping and monitoring
- a. Complete a monthly report for the Education/Disabilities Director and assist with a Policy Council Report three times each year.
  - b. Assist in monitoring attendance classroom and home visit attendance.
  - c. Assist with the tracking and reporting of Child Outcomes three times annually.
5. Operations
- a. Manage all east end facilities coordinating with Operations Director-West and Operations Director-Hermiston to ensure that all safety, legal, program, and licensing requirements are met.
  - b. Ensure that all Area programs meet or exceed program standards.
  - c. Complete safety and health checklist at assigned sites monthly.
  - d. Complete facility inspections at assigned facilities semi-annually.
6. Program Planning and Development
- a. Provide leadership for the integration of all Agency program components at the site.
  - b. Maintain regular interaction with appropriate community agencies and leaders as appropriate.
  - c. Participate as an Administrative Team member in the development of plans to meet Agency goals.
  - d. Assist with Center Teams' and Maintenance Personnel needs.
  - e. Plan, in conjunction with other Administrative Team members, program expansion based on Community Assessment.
  - f. Participate with Administrative Team members in establishing and maintaining relationships with appropriate school districts and organizations within service areas.
  - g. Provide leadership for securing space for program expansion.

**Qualifications:**

1. AA/BA in Early Childhood Education or related field and two years teaching experience
2. Head Start experience
3. Community service experience
4. Ability to coordinate and/or conduct training sessions
5. Multi-cultural experience
6. Administrative background
7. Supervisory experience
8. Current physical examination and TB screen documentation upon hire
9. Adequate means of transportation

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. \*Keep current and accurate records.
5. \*Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. \*Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. \*Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. \*Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*

