

Fort Belknap Head Start
656 Agency Main Street
Harlem, MT 59526
406-353-2827

TITLE: Education Manager

STATUS: Full time/Permanent

DEPARTMENT: Education

PROGRAM: Head Start

SUPERVISION RECEIVED: Director

SUPERVISION EXERCISED: Teachers and Home Base Teachers

JOB SUMMARY: Responsible for all aspects of the Education program requirements in all program options. Ensures that children are provided with the learning environment and the opportunities to help them develop physically, socially, cognitively, and emotionally and support parents in their role as the child's primary teacher. Integrate literacy in all aspects of the program systems and services.

GENERAL DESCRIPTION OF DUTIES:

EDUCATION AREA:

1. Provide guidance, support, and suggestions to the education staff.
2. Work closely with other managers to provide comprehensive services and advocate for quality programs for children and families.
3. Ensuring the Language Development, Literacy, Mathematics, Science, Creative Arts, Social & Emotional Development and Approaches to Learning and the Physical Health and Development are met.

PLANNING:

1. Working cooperatively with parents and staff by organizing the development and annual review of the Education Plan.
2. Assist Staff in the understanding of the Performance Standards and the procedures for developing sound education plans.
3. Ensure that Literacy Goals and Objectives are being met in the classrooms.

IMPLEMENTING THE PROGRAM:

Train staff to actualize the Education Plan by individualizing the program, creating a learning environment, implementing the curriculum, managing the classroom, overseeing delivery of education services by home visitors, preparing weekly plans and involving parents.

ADMINISTERING THE PROGRAM:

1. Working with the Director to implement the policies and procedures to facilitate the implementation of the Education Plan and keep activities on course.
2. Administrative duties include keeping records, establishing procedures for special situations, overseeing facilities, and tracking all activities in the education area including ordering classroom materials and supplies.

SUPERVISING:

1. Responsibilities include providing ongoing support and feedback to the staff, building morale, and acting as a resource and problem solver as well as conducting scheduled performance appraisals.
2. TRAINING PARENTS AND STAFF: Participate in the development of the Program Training Plan, based on staff, parents and program needs and the training requirements in the Performance Standards.
3. Ensure that training is implemented and evaluated for education staff and parents.

EVALUATING THE EDUCATION PLAN:

1. Present the education plan to Policy Council during the evaluation process.
2. Determine whether the Education Area complies with the Performance Standards and implement questionnaires for parents and staff to determine how well the program meets its goals.

GENERAL DUTIES:

1. Review and monitor the lesson plans weekly
2. Routine Monitor of the teaching staff and class rooms daily.
3. Networking with the Managers to meet family need.
4. Set up staff trainings
5. Collaborate with community activities involving Head Start
6. Check children's file for completion, ensuring all necessary paperwork is filed for teachers.
7. And other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess the ability to work as a team player within a complex organizational structure.
2. Have ability to work flexible hours when necessary.
3. Must be able to work independently with a minimum amount of supervision, and to implement and follow through on specific tasks and projects in a timely manner.
4. Abide by all program policies and guidelines and adhere to professional standards.

EDUCATION: A Bachelor's degree in Early Childhood Education and working towards advanced degree.

QUALIFICATIONS:

1. High School Diploma/GED required. BA degree in Elementary Education or Early Childhood Education.
2. Three years experience working with children.
3. Possess a valid State of Montana Driver's License
4. Comply with the Fort Belknap Community Council Substance Abuse Prevention Drug/Alcohol Free and Testing Policy.
5. Subject to a thorough background check and work history.
6. Current physical and TB
7. Obtain a First Aid/CPR card
8. Will be subject to and must comply with the Fort Belknap Community Council Substances Abuse Prevention, Drug/Alcohol Free and Alcohol Testing Policy.
9. Must never been convicted of a felony or misdemeanor within one (1) year of applying for position.
10. Provide three reference letters. References will be contacted.
11. Maintain CONFIDENTIALITY at all times except when directed to do so and/or When requested by law.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

I have read the job description and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description as the need arises.

Employee

Date

Director

Date