

# **TRI-COUNTY COMMUNITY ACTION, INC.**

## **PROJECT HEAD START & EARLY HEAD START**

### **JOB DESCRIPTION**

**JOB TITLE:** Education Specialist Manager School Readiness

**DEPARTMENT:** Head Start Birth to Five Program

**CLASSIFICATION:** Full Time; Exempt

**GENERAL DESCRIPTION:** The School Readiness Manager must be a person with high moral standards and possess a commitment toward maintaining those standards as a role model for staff and participating families. He/she must have initiative and imagination. Must be a self-starter with the ability to work unsupervised yet be willing to accept direction. Tact and the ability to work with others in a positive are necessary. The manager must be able to assume general administrative and supervisory duties as delegated by the program director in order to maintain a quality program.

**QUALIFICATIONS:** B.S., B.A., BAAS in Early Childhood Education/Development or related field. Experience working with low-income families and with small children.

#### **DUTIES:**

- Ensure the agency is using a state approved curriculum and all staff are trained on how to correctly use the instrument in the classroom for both Head Start and Early Head Start.
- Responsible for making sure staff individualize lesson plans for children.
- Ensure lesson plans are posted weekly and Center Directors are approving plans 2 weeks in advance.
- Ensure qualifications stated in the Head Start Reauthorization Act of 2007 are met by Head Start Teachers, Head Start Teacher Aides, Parent Educators and Early Head Start Teachers.
- Track all staff's Educational Requirements on Child Plus and update as needed.
- Maintain and work to establish a professional network of available resources between local businesses, schools, churches, sales representatives and the Head Start Program.
- Complies and updates on a regular basis an Educational Tracking for all staff.
- Provides training for Brigance Educational Screening tool, Creative Curriculum and Teaching Strategies Gold on-line tool for both Head Start and Early Head Start.
- Ensure all School Readiness requirements are met by the agency and reports are prepared and presented to the Regional Head Start Office three times a year.
- Report School Readiness Reports to Policy Council and Board three times a year.
- Plan and implement on-going staff development trainings.

- Ensure the Mentoring Program is established and running according to procedure. Act as a Mentor to the education staff for both Head Start and Early Head Start.
- Follows Ongoing Monitoring Process for children's folders checks monthly/annually.
- Provides Ongoing Monitoring Tool to the Compliance Coordinator on a monthly basis.
- Schedule and provide a week of Education Training for all HS/EHS Teachers, HS Teacher Aides, Child Care Assistants and any other staff who teach children on a regular basis. Provide individual training if needed.
- Ensures all staff is current on CPR/First Aide.
- Ensure classrooms for both HS/EHS are age appropriate and equipment is in good working order.
- Assist in updating plans and procedures annually.
- Provide PITC (Program for Infant/Toddler Care) on an ongoing basis.
- Provide and schedule Mentoring for all HS/EHS teaching staff on an ongoing basis.
- Ensure Child Plus and Teaching Strategies Gold is kept current on home visits (2 times a year) and parent conferences (2 times a year) for all centers and home base programs.
- Participate in the Health Service, School Readiness Committee, and Family Engagement Committee meeting held twice a year. Ensure all Education requirements are met during meetings.
- Must be able to lift or move 20 to 25 pounds.
- Regular working hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operating of the program or other task assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

**SUPERVISORY DUTIES:**

None

**IMMEDIATE SUPERVISOR:**

Head Start Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_