



## **Job Description**

- Job Title:** Early Head Start Education Manager
- Supervisor:** EHS Director
- Working Hours:** Monday-Friday- 8:30 am – 5:00 pm (Normally)
- Work Station:** Head Start Administrative Office and Field

## **Duties and Responsibilities:**

### **CLASSROOM MONITORING**

1. Monitor the Early Childhood Development Service Area
2. Provide on-going training and technical assistance to center level staff and support staff
3. Observe in the classroom and consult with teachers through the direction of the Early Childhood Development Specialist
4. Coordinate and monitored special activities in the classroom: birthdays and holidays
5. Purchase classroom supplies, educational toys, and equipment for classrooms and playgrounds that meet Early Learning Outcomes Framework and State Standards to promote School Readiness Goals
6. Provide effective mentoring to improve language, literacy and early math instruction in the classroom to promote School Readiness
7. Coordinate the licensing process at all centers
8. Observe classrooms to ensure ECERS (Early Childhood Rating Scale) requirements are maintained for licensing purposes
9. Monitor children and staff files at the center level and maintain records of center monitoring
10. Provide training to staff on contents of staff binder and monitor records
11. Institute community partnerships in the ECD Service Area
12. Observe, monitor and document teacher/child interactions in the classroom using the CLASS (Classroom Assessment Scoring System) to promote School Readiness
13. Consult with ECDS after CLASS observations

**Economic Improvement Council, Inc.**  
**Early Head Start Program**



14. Attend CLASS trainings and meetings
15. Maintain CLASS Reliability Certification as an observer and Train the Trainers Certification
16. Provide CLASS Training to staff
17. Provide training to new staff on the children's software program and maintain records of training

**ASSESSMENT MONITORING**

1. Coordinate the licensing of assessment Teaching Strategies
2. Provide training on the Brigance and Child Portfolio to education staff
3. Coordinate and monitor the Teaching Strategies assessment process at the local and management level
4. Provide Teaching Strategies training to classroom staff to promote School Readiness
5. Coordinate the analyzing of data for the Teaching Strategies assessment to align with the Early Learning Outcomes Framework
6. Submit aggregated Teaching Strategies Outcomes Report to the Head Start Director
7. Maintain a Teaching Strategies Outcomes Report Manual
8. Coordinate the printing of Teaching Strategies reports for children's files
9. Consult with management staff when applicable and share outcomes data during manager's meetings
10. Debrief management staff on the progress of the child assessment data for the program
11. Attend School Readiness Meetings and shred the Teaching Strategies Outcomes reports

**OTHER AREAS OF MONITORING**

1. Develop and maintain Staff Professional Development files for all teaching staff
2. Monitor and ensure all teaching staff met the new Head Start Act mandate for Teacher and Assistant Qualifications
3. Maintain updated files at the Administrative Office
4. Assist with monitoring end of the month reports and forms
5. Make periodic center visits
6. Attend local and out of area workshops
7. Support all Head Start Service Areas

**Economic Improvement Council, Inc.  
Early Head Start Program**



8. Submit Reports in a timely manner
9. Consult and attended periodic meetings with the Early Childhood Development Specialist
10. Assist with office and other program related duties
11. Submit copies of Service Area forms to staff
12. Other (Please Specify) \_\_\_\_\_

**DESIRABLE SKILLS AND QUALIFICATIONS:**

1. Ability to plan and organize
2. Considerable knowledge of child growth and development
3. Ability to exercise good judgment in situations
4. Possess good training skills
5. Ability to relate effectively with children and their families
6. Ability to accept supervision
7. Ability to delegate responsibilities appropriately
8. Ability to be objective in decision making
9. Have means of transportation
10. Maintain CLASS Reliable Certification

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Early Childhood or related field with experience in management or administration and experience working with preschool children ages 3-5 including children with disabilities.

**SALARY: \$17.46 - \$17.62**

*Please submit your **Completed Employment Application** to our Human Resource Department by emailing [hr@eicca.org](mailto:hr@eicca.org)!*

*Thank you for your interest in our Agency!*

**Economic Improvement Council, Inc.**  
**Early Head Start Program**