

Position: Child Education & Disability Services Manager

Job Status: Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

Summary of Primary Functions

The Education & Disability Services Manager is responsible for assisting, supporting and monitoring effective education and disability services at Head Start and Early Head Start service locations. The Education & Disability Services Manager will plan and implement services and systems and provide resources, training and technical assistance to Head Start and Early Head Start staff. Will assist each service location in assuring compliance with federal, state, professional, and program standards for early childhood education and disability services. Assure the provision of developmental and behavioral screening and evaluation and follow-up to children with suspected and diagnosed disabilities. Ensure quality early childhood education for children and families, including children with diagnosed disabilities. Assure education staff participates in family engagement activities. Will help to recruit potential parents by providing information to them about the various program services and benefits offered to enrolled children and families.

II. Minimum Qualifications: Grade 10

- Associate or bachelor degree in Early Childhood Education or Child Development
- Three years of classroom teaching experience serving children ages birth through five years.

- Two years of experience in providing supervision and/or consultation to classroom staff.
- Knowledge and experience working with early childhood mental health and disabilities services.

Preferred Qualifications: Grade 11

- Masters Degree in Early Childhood Special Education, Early Childhood Education or Child Development with credential in birth – 2nd grade.
- Ability to communicate fluently in English and Spanish, verbally and in writing.
- Five years supervisory experience in an ECE setting, including administration, budget administration, staff development.
- Knowledge and experience working with early childhood mental health and disabilities services

And

General Qualifications:

- One year experience working with people of different cultures and situations.
- The demonstrated ability to provide adult education in the field of early childhood education.
- Expertise in developmentally-appropriate practices, current theories in early childhood education.
- Knowledge of Head Start Performance Standards, Texas State Child Care Licensing Standards Regulations, Special Education Laws and Regulations including Right to Intervention (RTI).
- Familiarity with community resources, education and human services agencies providing services to children and families.
- The ability to deal with people at all organizational levels; administrative, analytical, organizational, interpersonal, planning, problem solving and oral and written communications skills; and an aptitude to directing and motivating people.
- The health and physical capability to work in an office or classroom environment.
- Conscious Discipline Trained; CLASS Reliable; and ECERS certified.

- A valid Texas driver's license and access to reliable transportation.
- Ability to pass Texas Child Care Licensing clearance and FBI criminal background check.
- Three years experience working with computers and Microsoft Word and Excel; email and internet
- Must have the ability to communicate and provide presentations to large groups
- Must possess excellent oral, written, and computer communication skills
- Must have a negative TB screening results
- Must be physically fit to lift 25 pounds

III. Specific Responsibilities:

Systems and Services

1. Collaborate under the leadership of the Head Start/Early Head Start Director in developing effective early childhood education, curriculum, disabilities, teacher qualifications, and professional development services.
2. Contribute to developing effective systems for service delivery, documentation, and training, monitoring and reporting.
3. Develops problem solving strategies for the operation and improvement of the program.
4. Coordinate mental health services with Mental Health Consultant.
5. Represents the Head Start Program and the agency in the community and with other organizations.
6. Coordination, planning and evaluation of education and curriculum goals.
7. Identify, coordinate and manage any new initiatives, projects of services as assigned.

Communication

8. Utilize effective communication skills – building trust and confidentiality, careful listening, and asking questions to achieve clarity.
9. Facilitate effective communication, problem solving, planning cooperation, and follow-through among teaching staff.
10. Provide teaching staff with on-going individual feedback, modeling, and coaching toward the goal of effective performance.

11. Assist teaching staff in finding solutions when problems arise by defining the problem and selecting strategies for remedying the situation.
12. Models effective approaches and encourage positive change through reflective practice in a supportive and caring environment.
13. Coordinate child and/or family referrals.
14. Participate in child/family staffing.

Monitoring and Evaluation

Participate in site visits, classroom observations, and work groups to assess program needs and planning strategies for system/process improvement and/or development of early childhood education, disabilities and mental health.

15. Observes, monitors and documents compliance with federal, state and program requirements and progress toward goals including classroom environment, curriculum, safety and sanitation.
16. Reviews documentation, evaluates site performance and effectiveness of systems, provides feedback to local sites and makes recommendations for improvements.
17. Reviews education/disability screenings to assure completion in a timely manner, proper documentation and identification of any need to further evaluation and/or intervention.
18. Observes, monitors, and documents children in classrooms in order to assist staff in responding to individual needs and individual educational plans.
19. Provides technical assistance through regular visits to service locations to assure compliance with federal, state and program requirements and goals and responds to the needs of each child and his/her family in a timely, respectful and supportive manner.

Disability Services

20. Disability lead at all Head Start and Early Head Start centers/locations.
21. Contributes to the development of effective services for children with diagnosed or suspected disabilities.
22. Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
23. Recommend and arrange needed services, staff and adaptive materials/equipment not provided by LEA, ECI or other agencies.

24. Review information collected of children with identified concerns and complete or arrange for observations as required.
25. Ensures completion of reports on status of identifying special needs and providing services.
26. Supports effective transition for children and families coming into and learning the Head Start or Early Head Start program in regard to education/disability services by providing training, resources and support.

Training

Facilitates peer-to-peer learning both one-on-one or group settings in joint process of capacity-building strategies. Facilitate the development, implementation, and coordination of internal support plans (action plans, behavior plans) with parents, teachers, and supervisors.

27. Develop and implement trainings, relative materials and manuals, detailing education/disability services and systems.
28. Provide group, pre-service, in-service, and post-service training and presentation as necessary related to the area of education and disabilities.
29. Provide individual feedback, modeling and coaching to facilitate effective performance.
30. Respond to short-term and long-term staff training needs including recommendations for professional development to improve qualifications and performance.
31. Create and coordinate programming activities designed to support adult learning.
32. Assist in coordinating and planning professional development opportunities
33. Provide information, training, and materials to staff as needed to implement training.
34. Facilitate parent support group meeting to support disability and mental health services.

Resource Development

35. Identifies and utilizes appropriate resources to enhance the quality of program services for families.

Economic Opportunities Advancement Corporation

Child Education & Disability Service Manager

Head Start & Early Head Start

- 36. Is knowledgeable of communities served by the program. Provides ongoing assistance and support to staff in order to enhance effective program operations and to promote school readiness.

Immediate Supervisor: Head Start/Early Head Start Director

Date of Approval _____