

Red River Parish School Board

Job Description

TITLE: Head Start Education Manager

Qualifications: Baccalaureate or Advanced Degree in early childhood education or a Baccalaureate or Advanced Degree and equivalent coursework in early childhood education with early education teaching experience.
Preferred: Minimum of three years of experience teaching in an early childhood setting with training and experience in the theories and principles of child growth and development.

Superordinate: Federal Programs Director

Performance Responsibilities

The Head Start Education Manager shall plan and coordinate all requirements of the Early Education content area of the Head Start program. In addition, the Education Manager shall have the following performance responsibilities:

1. Ensure that the Head Start program provides high-quality early education and child development services that promote children's cognitive, social, and emotional growth for later success in school, including children with disabilities.
2. Learn the Head Start Program Performance Standards in Subpart C – Education and Child Development Program Services and ensure that they are implemented throughout all Head Start classrooms.
3. Learn Curriculum® for Preschool, and serve as the curriculum specialist for Head Start.
4. Offer assistance to all Head Start teaching staff in the implementation and adaptation of the curriculum to meet the group and individual needs of children in each Head Start classroom.
5. Implement plans to carry out the standards and goals designed to meet the educational objectives of the Head Start Program Performance Standards.
6. Learn and implement the Head Start Early Learning Outcomes Framework: Ages Birth to Five and support family engagement in children's learning and development.
7. Make regular, periodic, on site monitoring visits to all Head Start classrooms.
8. Become reliable in the Classroom Assessment Scoring System (CLASS), and conduct CLASS observations in all Head Start classrooms to assess the quality of teacher-child interactions.
9. Provide feedback to education staff regarding observations made in the classroom.
10. Ensure that all classrooms have CLASS scores above the minimum thresholds outlined by the Office of Head Start.
11. Participate in the annual Self-Assessment to evaluate the program's progress towards meeting goals, compliance with program performance standards throughout the program year, and the effectiveness of the program in promoting school readiness.
12. Assist the Head Start Director and school Principals in the performance evaluation of Head Start education staff and preparation of professional development plans identifying goals for individual improvement.
13. Assess classroom facilities, instructional materials, and equipment needs, and procure items to meet the needs within the approved Head Start classroom supply budget.
14. Assess education staff group and individual training needs, and plan and implement training based on identified needs.
15. Assist education staff in planning and implementing developmental screening and ongoing assessment of all Head Start children in accordance with timelines prescribed in the Head Start Program Performance Standards.

16. Work closely with Family Services staff to recognize parents' roles as children's lifelong educators; encourage parents to engage in their child's education; offer opportunities for parents and family members to be involved in the program's education services.
17. Plan and implement training for parents in their role as observers and volunteers in the classroom.
18. Work closely with Mental Health and Disabilities staff in implementing individual program plans and/or behavior plans for children with special needs.
19. Work closely with the Nutritionist in implementing nutrition activities into the curriculum.
20. Monitor Head Start classrooms routinely for health, safety, fire, and licensing violations, and make recommendations to the Head Start Director for necessary corrective actions.
21. Plan and implement effective transition strategies to support successful transition of Head Start children to Pre-K or Kindergarten, collaborating with parents, Pre-K, and Kindergarten teachers.
22. Assist the Head Start Coordinator in establishing partnership agreements and collaboration efforts with other departments within the school district and with community agencies that can support and enhance education services to Head Start children and families.
23. Attend all training opportunities as provided.
24. Attend faculty meetings, parent meetings, and IEP meetings when requested.
25. Maintain student and family confidentiality.
26. Performs all other duties as assigned by proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months