



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> P-5 Education Manager	
<b>Department:</b> Head Start/Early Head Start	<b>Status:</b> Non-Exempt
<b>Pay Grade:</b> 10 / Non-Union	<b>Location:</b> Crow Wing, Morrison and Todd Counties
<b>Position Reports to:</b> P5 Head Start Director	

### **Mission Statement**

“TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

### **Summary:**

The Early Childhood Education Manager is responsible to effectively administer and implement comprehensive and integrated educational services throughout the program. Ensuring that fidelity is maintained through the curriculum and assessments and that the program meets the developmental needs of children and promotes the child’s transition into the next program option. This position will establish and maintain effective collaborative relationships with staff and partners. Participate in committees, conferences, and meetings as requested. Provide training for staff and oversight of educational services.

**Primary Duties** - All TCCAP staff are required to actively recruit families for agency programs.

### **Monitoring, Compliance, Evaluation and Assessment of the curriculum and child assessment.**

- Provide/conduct/coordinate training for staff on the curriculum and assessment both in groups and individually.
- Conducts regular classroom visits to observe classroom activities, provide on-site consultation, determine training needs of educational personnel and to ensure safety.
- Provide constructive feedback and support for the purpose of increasing confidence and competencies. This may include modeling, co-teaching, observing, providing reading materials and/or other resources as needed.
- Provide guidance and support to staff on curriculum implementation and child individualization.
- Review and provide feedback on lesson plans.
- Provide on-going professional development through education, role modeling, mentoring and training.
- Assist in planning and preparing special events and/or activities.
- Review classroom observations and assessment data to ensure that children are being accurately assessed and follow up as needed.
- Assists teaching staff in understanding and interpreting child observation data and establishing appropriate individual child goals based on knowledge of child development.
- Review, collect and submit School Readiness Data to MNHSA.
- Facilitate quarterly the School Readiness Committee and prepare data to share with stakeholders.

### **Track, monitor, and oversee educational services.**

- Communicates effectively to build trust.
- Ensure on-going monitoring, tracking, follow-up and analysis of educational services.
- Maintain record keeping and reporting systems, including service area plan, schedules, and timelines.
- Develop and maintain policies and procedures for educational services in accordance with the Head Start Performance Standards and applicable laws and regulations.
- Collaborate with state and community partners for recruitment to enhance TCCAP services.

- Conduct, coordinate, analyze, and interpret CLASS observations to plan and provide feedback for program information.

**Supervise staff as assigned, including the priorities and performance of the staff, by recruiting, training, supervising and evaluating personnel.**

- Directly supervises assigned staff, ensuring regular meetings to share information, update program plans, and monitor.
- Provide training and education to staff, including workshops and manuals.
- Monitor and maintain high levels of service to and work closely with staff.
- Oversee employee scheduling levels for optimal service.

**Qualifications**

- Bachelor's Degree related to Early Childhood Education.
- Two or more years of professional level experience working with children and families.
- Three or more year's supervisory experience.
- Must demonstrate the ability to work with minimal supervision and be able to provide work direction to staff in the areas of education, physical health, oral health, and mental health.

**Physical Requirements**

- This position includes medium physical work, lifting to 50 pounds with frequent lifting/carrying of objects weighing up to 25 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity, visual acuity and abilities needed for computer keyboarding, office equipment usage, reviewing detailed reports, information analysis, etc.
- Ability to work occasional nights and weekends to support families, staff and community events.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

I have read and understand this description of my position.

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Employee Signature

Date