



POSITION OPPORTUNITY

Education Manager

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Under the supervision of the Division Director of Program and Center Operations, responsible for planning, organizing, and supervising the Center Directors in the operation of Head Start and EHS centers including implementing programs and monitoring to ensure compliance with performance standards and other applicable regulations; prepares records and reports; maintains leadership relationship with Center Directors and center staff and performs related duties as required.

Education requirements: The minimum requirements are a BA/BS in Early Childhood Education or related field and at least a Child Development Site Supervisor permit. Bilingual Spanish is preferred.

Experience: Minimum of 4 years in Head Start and/or child development programs that are bilingual/multicultural. Experience with Home Base programs, family childcare, and familiarity with volunteer programs and parents/adults learners is a plus. At least three years supervising child development program staff of various levels. Experience in planning, developing, and implementing training for parents and staff in curriculum/child development and other related areas. Experience in monitoring curriculum for infants/toddlers and preschool children.

We offer salary range is \$31.00 – 33.00 per hour depending on education, excellent benefits, and the opportunity to serve the most vulnerable children and families in Orange County.

Final filing date Friday, March 23, 2018 at 5:00 p.m.

Apply now to join our team! Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291. EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: *EDUCATION MANAGER*

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: _____ **Pay Grade 6**

EXEMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

Under the supervision of the Division Director of Program and Center Operations, responsible for planning, organizing, and supervising the Center Directors in the operation of Head Start and EHS centers including implementing programs and monitoring to ensure compliance with performance standards and other applicable regulations; prepares records and reports; maintains leadership relationship with Center Directors and center staff and performs related duties as required.

ESSENTIAL JOB DUTIES

Supervise Center Directors in the overall operation of the centers. Act as the communication liaison between the main office and the centers.

Attend and participate in Management Team meetings and work as part of the team to develop agency plans.

Develop, implement, and maintain the agency policies and procedures.

Monitor program compliance with Head Start Performance Standards and Licensing requirements and ensure that activities with children are age appropriate and with consideration of Bilingual Multi-cultural emphasis.

Work with Program Service Managers, Coordinators and other service staff to ensure that educational and support needs are identified for each child and that systems are in place to document services provided.

Conduct regular individual meetings with Center Directors, and evaluate designated staff on performance as per agency policies and procedures.

Conduct center visits for the purpose of monitoring Center Director's observations of classrooms, reviewing lesson plans, recruitment of parents/children and overall center operations.

Provide on-site consultation to Center Director and staff as appropriate.

Train staff on developmentally appropriate practices as well as agency procedures as necessary.

Meet with the Center Directors and Division Director Program Center Operations on a regular basis for on-going program planning and evaluation.

Review designated end of the month reports for accuracy and completeness.

Complete monthly reports on monthly activities to Division Director Program Center Operations and Management team.

Assumes on-site center responsibility in absence of Center Director as needed.

Perform additional assignments and duties as assigned by the Division Director Program Center Operations that will include special projects of a large scope and complexity and keep him/her informed on all Center and staff issues.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Bachelor degree with 24 ECE units, 3 units in administration and a Child Development Teacher Permit.

Experience: Minimum of 4 years experience in Head Start and/or child development programs, may include: Home Base experience, family childcare experience, and familiarity with volunteer programs and parents / adults learners. At least 1-year supervising child development program staff of various levels. Experience in preschool bilingual/ multicultural programs. Experience in planning, developing, and implementing training for parents and staff in child development and

other related areas. Experience in formulating and monitoring curriculum for preschool children, and monitoring curriculum for infant toddler children as well.

Knowledge: General knowledge of performance standards, child development, labor laws, personnel policies, and procedures. Knowledge of appropriate teaching strategies to use with preschool-age children. Knowledge of early childhood education and child development theory and practice. Knowledge of theory and techniques of learning, child development and special education. Knowledge of practices, procedures, laws, regulations, dealing with preschool education. Knowledge of curriculum/training aids/equipment. Overall knowledge of operating and early childhood center.

Language Skills: Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

Math Skills: Basic math skills required.

Reasoning Abilities: Demonstrated ability and experience in relating positively and effectively with children and families of various cultures, disabilities, and social economic backgrounds.

Other Skills: Ability to effectively supervise staff, and work effectively with children, parents and others. Must be an active member of the Management Team.

Other Abilities: Ability to effectively communicate verbally and in writing. Ability to be a leader for the Center Directors and center staff. Ability to work in a team environment. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues.

REPORTING RELATIONSHIPS

Reports to the Division Director Program Center Operations. Works as a team member with other Education Managers and Head Start staff.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Routine contact with Human Resources, Quality Systems, Facilities, Contracts and Procurement, Division Directors and with Center Directors for the operation of the center.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment as well as periodic work at a Center and outside exposure for playground monitoring.

PHYSICAL DEMANDS

Typically requires sitting for periods of time or sitting in front of a CRT. Requires extended periods of time standing, walking bending and lifting to help the children between 40/50 lbs as needed.

Date: _____ By: _____

Signature

Print Name