

The Order of the Fisherman Ministry Head Start, Inc.

TITLE OF POSITION: Education Disability Manager (EHS)

IMMEDIATE SUPERVISOR: Executive Director

GENERAL SUMMARY

This position works as a part of the content area team of specialists to integrate Early Head Start services for children and families and is responsible for education and early childhood development services (1304), provide services to children with disabilities (1308) and 1306 of the Head Start Performance Standards. The position ensures the education and child development services are supported by staff / consultants with training and experience in areas that include the theories and principles of child growth and development, early childhood education and family support. This position is responsible for implementing early intervention programs to provide education, training and support to teachers and families who have children with developmental delays.

ESSENTIAL FUNCTIONS

- Coordinates the Education and Early Childhood Development content area (1304) and Program (1306) of the Head Start Performance Standards.
- Reviews and revises education work plan annually including developing a system for administering and monitoring this plan.
- Establishes program practices for the education portion of the program with parents and staff that support the effective implementation of the education content area.
- Works to assure smooth transition of all children into and out of Early Head Start, particularly children with developmental delays/ disabilities. EHS develops a program transition protocol for children moving from Early Head Start into the Head Start program or to other infant/toddler placements in the community.
- Supervises the Mentor Coaches.
- Works with the Partners' Center Managers to develop an individual plan for each child to include goal setting based on individual needs for meeting objectives and activities to meet established goals (child outcomes).
- Works closely with management to assure adequate classroom supplies and equipment are available to staff and schedules are appropriate for young children.

- Observes individual children as requested by teachers and provides suggestions for behavior management and educational programming.
- Consistently monitor the sites for disability services including referrals and follow-up (as needed).
- Attend the Wayne County Interagency Coordinating Council Meetings for Early-On.
- Oversee the Disability services and referral process.
- Provide community resources to staff and families as needed.
- Monitor the EHS-CCP Partner sites to ensure 10% of the enrollment are children diagnosed with a disability.
- Work with Early-On to develop a Local Education Agency Agreement on an annual basis.
- Actively participates in collaborations with community agencies and develops collaborative agreements, Memorandums of Understanding, and/or contracts to assist in service delivery and improvement of service quality.
- Works closely with other staff, parents and specialists and/ or consultants to support arrangements for identification, referrals, parent permission, confidentiality of records, evaluation and individual program planning for children with special needs.
- Participates on team staffing of children and schedules and facilitates any special meetings related to child staffing, as necessary to support participation in the classroom.
- Attends home visits, parent conferences and IEP/IFSP meetings when requested or as necessary.
- Responsible for tracking that all staff have a professional development plan and works with the staff person responsible for development of an agency-wide T/ TA Plan to plan for staff training needs.
- Stays abreast of NAEYC, Early Head Start and other applicable regulations and regularly updates program procedures and informs centers of application in the workplace to ensure program compliance.
- Assists teaching staff in understanding and interpreting child observation data and establishing appropriate individual child goals based on knowledge of child development.

- Assists teaching staff in developing a system which offers parents opportunities for enhancing their skills as first educator of their children through the use of home learning activities, family nights, planning educational activities and providing opportunities to volunteer, attending training, etc.
- Assists other managers/ specialists/ coordinators and teaching staff with transition of Head Start children to kindergarten as well as children transitioning into Head Start and into or out of Early Head Start.
- Provides and puts into place strategies to support young English language learners and their families.
- Works with other managers/ coordinators/ specialists to oversee and monitor all the classroom and playground supplies and other equipment for condition and necessary repair to assure a safe and healthy learning environment.
- Provides assistance with information for the collection of data for the submission of the PIR (e.g. child tracking system, etc.).
- With the other managers/ specialists/ coordinators: Monitors compliance with the Head Start Work Plan and the Head Start Performance Standards in the area of Education and Early Childhood Development, Staffing and Program Options.
- Maintains team filing, tracking and documentation systems.
- Submits verbal and/or written reports to the Program Director/ Grantee on the area activities and status as needed.
- Monitors budget related to the areas covered.
- Completes the identification, purchase and annual inventory of education supplies and equipment in accordance with the budget in cooperation with the staff person responsible for inventory.
- With the other managers/ specialists/ coordinators, plans and implements pre-service and ongoing in-service for classroom and home-based staff. Works with individual assistant teachers to develop training plans for obtaining a BA degree or higher in Early Childhood Education as required by the Head Start Act.
- Provides guidance and oversight to teaching staff through monitoring and in designing developmentally appropriate classroom or home-based environments.
- Other related duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS

- Three years of experience working in an early childhood setting teaching infant/toddler-age children.
- Two years of leadership experience.
- Must have knowledge of developmentally appropriate early childhood education practices in infant/toddler programs, High Scope Curriculum as well as NAEYC best practices.
- Demonstrated knowledge of diverse cultures and populations, including low to moderate-income families.
- Demonstrated experience in planning and conducting workshops, training sessions, and conferences.
- Must be proficient in Microsoft Office products.
- Must have a valid driver's license and reliable transportation.
- Must be of good moral character.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or advanced degree in any Early Childhood Education or Early Childhood Development or Elementary Education with a Z.A; and the capacity to assist other teachers in implementing and adapting curricula to the group and individual needs of children in a Head Start classroom.
- Experience and knowledge of family strengths/ family-centered practice preferred.
- Requirements for employment with TOFM Head Start may be different than those required by the former grantee or a replacement grantee. If applicable federal, state or local Head Start or child care regulations, now or as amended in the future, contain additional requirements or qualifications for this position which are not specifically stated in this Job Description, the requirements and qualifications will apply, even if not specifically set forth in this Job Description.
- Current and former Head Start/ Early Head Start parents will receive preference for employment vacancies for which they are qualified.

E.E.O.C. STATEMENT

The Order of the Fishermen Ministry Head Start (TOFMHS) is an equal opportunity employer. It is the policy of TOFMHS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.

Benefit

Health, Dental, Vision, Life Insurance, Mileage reimbursement, EAP, Professional Development, PTO and Paid Holidays

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person