



POSITION DESCRIPTION

JOB TITLE: Manager, Head Start Early Childhood Education Job Class: 2526		
DATE	DEPARTMENT OR SCHOOL Head Start	DIVISION Early Childhood Education/Office of Academic Excellence
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Improves the content, quality and consistency of curriculum and assessment of student progress and performance. Supervises, monitors and evaluates Head Start teachers and educational assistants. Integrates Head Start educational components by supervising opportunities and activities for children. Collects information for the eight domains of student learning and development.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides guidance, support and suggestions to education staff ensuring compliance with Performance Standards. Provides developmentally appropriate educational practices for effective delivery of services.
2. Participates in the selection and training of staff. Provides on-going training and staff development for all Head Start employees. Serves as a resource and provides assistance to individual teachers in an effort to improve classroom instruction.
3. Provides for on-going assessment of students, including collection of information on the eight domains of student learning and development.
4. Implements a system to monitor the inspection of facilities to ensure they are clean, attractive, safe and an appropriate environment for the age and developmental level of the students. Makes corrective action as necessary.
5. Develops, supports and facilitates the educational component in schools.
6. Plans, organizes, directs and evaluates activities of Head Start school staff to ensure compliance with program and regulatory requirements.
7. Assists in the coordination and alignment of Head Start with other district Early Childhood services; High Scope, SAGE, Reading First, Special Education Services and HIPPIY.
8. Actively supports the MPS Strategic Plan.

9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General Supervision by the Coordinator, Head Start

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

1 direct report; assists with teacher evaluations and makes recommendations for Head Start program

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree from an accredited college/university and a Wisconsin supervisor's license from DPI, or the ability to obtain license within two years of hire.

Experience Requirements

At least three years of successful, fully-licensed teaching experience in an early childhood environment.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are required. Leadership skills are necessary and the ability to work collaboratively with individuals who do not have a direct reporting relationship to incumbent are necessary. Complete knowledge of techniques and practices relating to early childhood development and the ability to work with school personnel and outside is required. Proficiency with a PC and MS Office software is required. Must be able to work within a designated budget. Incumbent should be able to recommend for hire, train, supervise and evaluate staff.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.