

**Name:**

**Job Title:** Education Manager

**Department:** Early Childhood Education

**Reports To:** Early Childhood Director

**FLSA Status:** Exempt

**OVERALL PURPOSE**

Overseeing the education component of the Head Start and PA Pre-K Counts programs. This position ensures compliance with performance standards and program regulations while promoting high-quality, comprehensive services for enrolled children and their families.

**ESSENTIAL FUNCTIONS**

**1. Program Planning & Evaluation**

- Plan, implement, and evaluate education goals and objectives
- Develop education plans, policies, procedures and trainings aligned with regulations and performance standards
- Observe and evaluate staff and classroom environments using approved assessment tools
- Provide feedback and guidance to classroom staff
- Oversee curriculum implementation, review lesson plans and schedules, and approve classroom newsletters

**2. Data Monitoring & Analysis**

- Track and monitor developmental screenings, rescreening's, and referrals
- Monitor progress of children not eligible for referrals and analyze educational outcomes
- Maintain relevant data in the data management software system

**3. Classroom Resources & Environment**

- Ensure classrooms are equipped with appropriate materials and curriculum updates
- Coordinate the set-up of new classrooms and supply needs

**4. Staffing and Ratios**

- Ensure compliance with required staff-child ratios
- Provide classroom coverage when necessary

**5. Staff Development & Training**

- Coordinate career development opportunities and facilitate professional development based on observations, evaluations, and individual plans
- Collaborate with assigned Coach to support staff growth
- Guide staff in obtaining and maintaining educational credentials
- Coordinate college coursework and credentialing opportunities within budget limits

**6. Community Collaboration & Outreach**

- Network with school districts to strengthen partnerships and coordinate comprehensive support services
- Attend community events and maintain active partnerships
- Represent the agency and promote program services
- Facilitate Education Advisory meetings

**7. Team Collaboration**

- Foster collaboration across program components
- Share critical information to support child and family well-being
- Share insight and actively participate in trainings and meetings

**8. Adaptability & Continuous Improvement**

- Identify and implement process improvements to enhance program effectiveness
- Foster a culture of high-quality services
- Adapt to changing program needs and contribute to strategic planning efforts
- Engage in professional development opportunities to stay current with best practices

### **ADDITIONAL DUTIES**

1. Maintain confidentiality of children, families, and staff
2. Develop and update relevant policies and procedures
3. Conduct performance evaluations and provide ongoing reflective supervision
4. Secure office at the end of each day, ensure lights and equipment are turned off
5. Maintain clean and organized workstation
6. Perform additional duties as requested to support program operations

**SUPERVISION EXERCISED:** Education Specialist, Lead Teachers, Assistant Teachers and School Readiness Aides

### **QUALIFICATIONS**

#### **EDUCATION & CERTIFICATION**

- Bachelor's degree in early childhood education
  - Level II PA Teachers Certification

#### **EXPERIENCE**

- Minimum of five years of Pre-K teaching experience preferred

#### **COMPLIANCE & EMPLOYMENT REQUIREMENTS**

- Obtain and maintain required clearances, background checks, and certifications with results acceptable to the organization and consistent with applicable laws
- Fulfill responsibilities as mandated reporter in accordance with applicable laws and organizational policy
- Maintain confidentiality of participants, clients, employees, and organizational information in accordance with organizational policy and legal requirements

#### **CORE COMPETENCIES**

- Proficiency with computers and standard office software
- Effective decision-making and problem-solving abilities
- Ability to foster a positive, collaborative and team-oriented work environment
- Proactively identify and resolve operational challenges
- Stay current with technological advancements and integrate tools to enhance efficiency
- Communicate effectively with students, families, and colleagues



To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

### **Employee Acknowledgement**

### **Supervisor Acknowledgement**