

Child Care Resource & Referral is seeking to fill an immediate position for a full-time Early Head Start Education Manager. This position is responsible for the education and early childhood development of the Early Head Start Performance Standards in the areas of early childhood education, school readiness, assessment and curriculum.

Education Manager

Duties and Responsibilities:

- ❖ Monitors compliance with the Head Start Performance Standards in the area of Education and Early Childhood Development.
- ❖ Interprets and formulates plans to implement national, state and local regulations related to program implementation and compliance for children 6 weeks to 3 years of age.
- ❖ Assists in developing an individual plan for each child to include goal setting based on individual needs for meeting objectives and activities to meet established goals.
- ❖ Develop and implement timelines to ensure that development screenings, home visits and parent-teacher conferences are conducted as required per the Head Start performance standards.
- ❖ Attend home visits, parent conferences and IEP/IFSP meetings when requested/as needed.
- ❖ Ensure coordination of assessments 3 times per year to measure child outcomes.
- ❖ Work with staff and parents to ensure that elements of the education, mental health and disability performance standards are implemented as required.
- ❖ Work closely with management to assure adequate classroom supplies & equipment are available to staff and that buses, and schedules are appropriate for young children.
- ❖ Review lesson plans and provide feedback regarding curriculum implementation.
- ❖ Supervise the disability/mental health coordinator to ensure that 10% of children enrolled in the Head Start program have diagnosed disabilities.

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

Requirements:

- ❖ Bachelor of Arts Degree in Child Development, Early Childhood Education, or Special Education. Master's Degree preferred. All degrees must be regionally accredited which has the U.S. Department of Education approval.
- ❖ Experience supervising teachers and other early childhood staff members.
- ❖ Working knowledge of the Head Start performance standards, State of IL Licensing standards and School Readiness Skills for Infants and Toddlers.
- ❖ Previous experience as a workshop presenter and trainer of adults.
- ❖ Possess strong organizational, written and verbal communication skills.
- ❖ Ability to use good judgment and work under pressure.

Location: Kankakee, IL