

### **Summary**

Supports education staff in the planning, coordinating and implementation of the education programs. Ensures effective integration and interdisciplinary work of all aspects of the program work into the educational services for children and families. Provides leadership and management to supporting team.

### **Essential Job Duties**

- Design and implement education plans and monitor effectiveness through classroom observations and data analysis.
- Develop program policies and service delivery plans; monitor program quality and recommend adjustments as needed.
- Ensures classroom ratios and group sizes are maintained.
- Maintains required records and enters required data in ChildPlus.
- Ensure all mandates of Head Start performance standards, Chicago Early Learning Standards, federal, state, and local licensing are met or exceeded.
- Provide ongoing management and leadership to supporting team including performance evaluations, coaching, staff onboarding, and team development.
- Collaborates with other content area experts to plan program needs including case consultation supports.
- Supports the self-assessment process.
- Supports family engagement opportunities.

### **Other**

- Follow all mandates of federal regulations, state and local licensing and the Ounce's philosophy, curriculum and Standards of Conduct.
- Maintains confidentiality according to Ounce policies and procedures.
- Attend and actively participate in all required meetings and trainings, and reflective supervision.
- Ensures no child is left unattended and implements Active Supervision Strategies.
- Completes required continuing education and maintains required certifications
- In the absence of the School Director, and Site Administrator, serves as the acting Director.
- Perform additional job-related duties as needed.

**Required Qualifications** – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- Master's Degree in Child Development or Early Childhood Education (or related field with a minimum of 30 hours in Child Development or Early Childhood Education).
- Prior management experience with a minimum of three to five years experience in teaching, early childhood development, or early childhood daycare.
- Type 04 Education Certificate preferred.
- Director Level Three preferred.

- Clearance of background check by Department of Children and Family Services.
- A biannual physical examination and TB test are required as condition of initial employment and continued employment.
- Required Immunizations

**Knowledge, Skills and Abilities** – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Proficient in theories and principles of child growth, development and early childhood education.
- Knowledge of and ability to implement early childhood curriculum and developmentally appropriate practice for the specific age group (0-3 or 3-5) and be able to remain abreast of developments in the child development field.
- Knowledge of and ability to assess, analyze, and interpret Head Start Standards, State and local licensing requirements and the Ounce’s philosophy.
- Ability to address mental health challenges and work with special needs children.
- Ability to effectively train and mentor teaching staff in small or large groups.
- Communicate effectively and function well with parents, staff and various professional community groups.
- Uses Touchpoints principles and assumptions to develop and sustain positive relationships with key stakeholders.
- Strong analytical, problem solving, communication (written and verbal), and interpersonal skills.
- Demonstrated leadership abilities and ability to utilize reflective supervision.
- Ability to work as a cooperative and supportive team member.
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Ability to exercise discretion in handling confidential information and materials.
- Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must be able to remain abreast of developments in the child development field to enhance professional growth and development.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office and classroom conditions. Exposed to moderate noise levels.

**Physical Abilities** - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.

- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Must be able to physically interact with children.
- Must be able to lift up to 35 pounds.
- Regular attendance is a necessary and essential function.