

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title:	Education Supervisor I, II, III
Wage/Hour/Status:	13, 14, and 15 Exempt
Reports to:	Program Director or Program Manager

Employee's signature of acknowledgment and understanding of this document:

Name

Date

POSITION SUMMARY

Manages the implementation and compliance of Agency policies, systems, and procedures in the Head Start program areas of Education, Mental Health, and Disabilities.

ESSENTIAL FUNCTIONS

Regular and consistent attendance is an essential function of this position.

1. Administration

- a. Administers education, mental health, and disabilities programs by ensuring Agency services are implemented.
- b. Completes and submits monthly reports as required.
- c. Oversees the maintenance of written reports and documentation for all activities as needed.
- d. Ensures that all documentation and reporting is accurate and completed in a timely manner.
- e. Participates in preparing and managing budget to ensure that it can support the necessary program staff, equipment and materials.
- f. Oversees the distribution of appropriate equipment and materials to include inventory tracking.
- g. Ensures the maintenance of complete, up-to-date, and accurate records.
- h. Plans, supervises, and facilitates comprehensive mental health and disabilities services for families and access resources.
- i. Ensures at least 10% of county's enrollment includes children with disabilities.
- j. Facilitates/Coordinates the development of the Individualized Family Service Plan (IFSP) and its ongoing management with the Lead Education Agency (LEA).
- k. Reviewing referrals and screenings, setting up plan and follow up within required time lines.

- l. Ensuring all required documentation, forms, and authorizations are received prior to referral to outside agency.
- m. Arranges, coordinates, and monitors contracted services and activities of community agencies and consultants to refer for services.
- n. Develops a list of resources and a system to use these resources.

2. Implementation

- a. Ensures the use of Agency adopted curriculum as well as developmentally and culturally appropriate environments and curricula.
- b. Implements work-plan objectives.

3. Monitoring

- a. Monitors and reviews work-plan objectives.
- b. Oversees and monitors the observation of classrooms and continuous improvement plans.
- c. Oversees the monitoring of lesson plans and randomly reviewing 10% of children's files monthly to ensure effective monitoring takes place.
- d. Monitoring Case Management Team (CMT) meeting systems and procedures for education, mental health, and disabilities to ensure implementation and follow up.
- e. Monitoring referrals and parent concerns to ensure timely follow up and completion.

4. Training and Development

- a. Establishes training and development programs for children services staff.
- b. Planning and coordinating pre-service training activities for each program area.
- c. Secures technical assistance from local community agencies and partners as required.

5. Collaboration

- a. Collaborates with Program Director to ensure the provision of training and development.
- b. Collaborates with all Service Areas to participate in and guide transition plans for families and children.
- c. Arranges interchanges among teachers of OCDC and working with school principals.
- d. Develops interagency agreements with local school districts to facilitate transition process.
- e. Works with Family and Health Services staff to determine which documents to transfer and assist parents with transition.
- f. Integrates comprehensive education, mental health, and disabilities services with other program areas.
- g. Collaborates with all service area managers to ensure developmentally appropriate inclusion in the classroom of all required topics and procedures.
- h. Assists Program Director in planning for appropriate facilities and space.
- i. Develops mental health contracts in conjunction with local agencies in the community.
- j. Collaborates with a local interdisciplinary team.
- k. Works with local agencies to provide service to children and families.
- l. Assists County Management placement team in placement of children in the classroom.

6. Communications

- a. Maintains a professional, productive working and communication-focused relationship with county staff, parents and outside agencies.
- b. Oversees the management of information flow to and from the administrative office.
- c. Ensures that all education staff receives information, concerns and decisions from the management team meetings and inter-office memos.
- d. Communicates the need, concerns and opinions of the education staff to the management team.
- e. Openly receives feedback from members of the Central Office team and implement plans of action to comply with Head Start Performance Standards and OCDC policies.
- f. Meets with Program Director as required (minimum weekly on a regular basis) discussing concerns and needs of the children service area.
- g. Participates in local advisory group, early intervention advisory council, local health advisory team, and other community committees and boards as an advocate for migrant children and Head Start.

7. Guidance and Support

- a. Supports staff in planning for opening/closing/activities in the program.
- b. Provides guidance to education staff on curriculum/child issues as it relates to disabilities and mental health.
- c. Provides observation, feedback, and follow up to teaching staff concerning child development and behavior.

8. Program Knowledge

- a. Assures that education, mental health, and disabilities activities correlate with established goals, objectives and work plans.
- b. Assures program compliance with Head Start Performance Standards, Oregon Child Care Division regulations, and other applicable rules.

9. Supervision

- a. Leads and monitors daily operations.
- b. Communicates effectively to build trust.
- c. Recruits, selects, orientates, and supervises education, disabilities, and mental health staff.
- d. Conducts timely performance evaluations as required and as necessary.
- e. Provides on-going individual feedback toward the goal of effective performance through modeling, coaching, recognition/praise, and corrective action as appropriate and in a timely manner.
- f. Provides guidance and support to staff developing skills and progress in their position.
- g. Provides and supports professional development and training opportunities for staff.
- h. Reviews and authorizes staff time records and overtime to ensure compliance with Agency policies and procedures in regards to wage and hour laws and regulations if applicable.

10. Professional Development

- a. Maintains professional and technical knowledge.
- b. Attends designated educational workshops, trainings and seminars, establishing personal networks, participating in training and coordinating activities as part of the statewide OCDC team.

11. Skill and Knowledge Development

- a. Maintains skill and technical knowledge in assigned subject area.
- b. Attends educational workshops, trainings and seminars, establishing personal networks to maintain expertise in field.

12. Professional and Ethical Conduct

- a. Supports Our Mission, What We Do, and Our Vision and Values in daily activities.
- b. Demonstrates and applies continually the principles and values of OCDC's Code of Ethics, Code of Behavior, and Code of Conduct.
- c. Maintains confidence and protects agency operations by keeping information confidential in compliance with OCDC policy and procedures.
- d. Applies safety practices in all facets of the performance of duties in compliance with safety standards and immediately reports any unsafe or hazardous working conditions and/or any injury. Serves on local safety committee as required.
- e. Abides by the Head Start Standards of Conduct.

13. Other

- a. Performs the duties of a Mandated First Responder.
- b. Performs other work related or assigned duties.

EDUCATION AND EXPERIENCE REQUIREMENTS

- BA/BS degree or higher in early childhood education, **OR**
BA/BS degree or higher in any field and coursework equivalent to a major relating to early childhood education; **AND**
- Minimum of 2 years related experience; preferably in area of program management.

Other Job Requirements

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass agency sponsored physical examination. TB test documented.
3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Demonstrated knowledge of Head Start system.
5. Possess current First Aid and CPR cards with infant/child CPR.
6. Ability to travel occasionally.

7. Ability to relate positively to children and adults.
8. Must maintain any current education licensing.
9. THIS IS A MANDATED RESPONDER POSITION.

Other Skill Requirements:

1. Bilingual English/Spanish preferred. Bilingual fluency may be required at some work sites.
2. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
3. Excellent supervision, managerial, and organizational skills.
4. Excellent communication skills.
5. Effective training/development skills.
6. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision- making.

Physical Requirements of the Job:

Please see Human Resources for Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. May work in a close and noisy environment.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis. Should be flexible, versatile, personable and with superior human relations skills.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties