

Clarksville/Montgomery County Community Action Agency
Head Start Program

Job Description
Child Service Manager for Education/Transition

Policy Council Approval: _____

Reports to: Head Start Director

Service Key Result Areas:

1. Child Health and Development
2. Education and Early Childhood Development
3. Child Nutrition

Requirements:

- **Education:** Baccalaureate or advanced degree in early childhood education. This person should have administrative ability and experience in personnel management and organization.
- **Experience:** Experience working with diverse child and family populations (i.e. low income families, diverse cultures/ethnic groups/languages, and children with disabilities) in a preschool setting; experience in personnel management, design, and organization.
- **Skills:** Excellent leadership abilities, verbal and written communication, record-keeping and monitoring skills, and must be computer literate.
- **Knowledge:** Knowledge of developmentally appropriate practices for preschoolers
- **Ability:** Administrative abilities, develop and implement policies, procedures, and plans; ability to plan a system of monitoring and evaluation of service areas and staff.

Responsibilities:

- Helps ensure that the staffing structure supports the program's mission and goals by maintaining an adequate number of qualified staff who meet position requirements.
- Ensure the arrangement of the physical environment by selecting the number and types of interest/learning centers; choosing developmentally appropriate curriculum, equipment and materials for integration of the health, nutrition, and mental health services.
- Ensure Teachers demonstrates and utilizes principles of guidance techniques, behavior supports, and classroom management skills appropriate for young children.
- Ensure Teachers plans and implements a parent/family involvement program including at least 2 home visits, 2 parent/teacher conferences, and classroom participation.
- Ensure Teachers includes parents in curriculum development and planning; utilizing them as resource persons.
- Ensure Teacher follow guidelines using ECERS-R.
- Ensure Teachers enter children's data for Teaching Strategies Gold into the computer in a timely manner.
- Attend Policy Council and other committee meeting meetings as requested.
- Obtain service area contracts and agreements with partners.
- Develop and implement policies, procedures, and written plans.
- Update the annual education, and transition plans.

- Assist in the design, development and delivery of in-service training programs and orientation of teaching staff.
- Ensures staff and program resources reflect multicultural diversity of the children in the program.
- Supervises, coordinates, and assists teaching staff in implementation of the educational, nutritional, and transitional programs.
- Studies and make recommendations on instructional and teaching materials; and related equipment.
- Meet regularly with other managers to share information and coordination efforts to implement performance standards.
- Provide on-going monitoring and training on the CLASS tool.
- Monitor School Readiness Goals.
- Implements and facilitates Center Liaison meetings.
- Maintains professional conduct in appearance and communication.
- Prepares and submits accurate monthly reports / Prepare administrative child outcomes reports.
- Conduct regular classroom visits for the purpose of observing classroom activities and provide on-site consultation to teaching staff.
- Review of children's files to make sure they are current and complete.
- Determines area of weakness and take corrective action or make recommendations for corrective actions.
- Ensure that child development services are in compliance with all applicable local, state, and federal performance standard requirements.
- Observe the Agency's confidentially policy regarding participants, records, technology reports, and staff.
- Manage and monitor the education expenditures.
- Attend professional development trainings, workshops, and in-services.
- ***CSM-EDU may be required to assist in the classroom when needed.***
- ***CSM-EDU will assist in ensuring safe and timely disposition of children to and from the center – will do a 3rd person check/will ride as a bus monitor if needed.***

Physical Requirements:

Strength

- Standing – up to 25%
- Walking – up to 25%
- Sitting – up to 75%
- Lifting – up to 40 lbs
- Carrying – up to 40 lbs
- Pushing – up to 40 lbs

Reaching

- Handling – 60% or more
- Fingering – 60% or more
- Feeling – 60% or more
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – 60% or more

Climbing

- Stairs – less than 20%

Communicating

- Ordinary – 60% or more

Hearing

- Ordinary – 60% or more

Stooping

- Kneeling – 60% or more
- Crouching – 60% or more
- Turning/Twisting 0 60% or more
- Bending at Waist – 60% or more

Seeing

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Field of Vision – 60% or more

Working Area

- Inside – 95% or more of the work day
- Outside – 5% of the work day

Temperature

- Changing Temperature – between 20-60%

Atmospheric Conditions

- Odors – between 20-60%

Noise

- Noise Level – less than 20%

Protective Clothing or Personal Devices – less than 20%

Mental Requirements:

- Understand and carry out oral instructions- 60% or more 60% or more
- Read and carry out simple written instructions 60% or more
- Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules 60% or more
- Read and carry out complicated instructions 60% or more
- Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, etc. 60% or more
- Estimate size, form, quality or quantity of objects 60% or more
- Count, make simple arithmetic additions, and subtractions 60% or more
- Plan own work activities 60% or more
- Plan work activities of others 60% or more
- Direct work activities of others 60% or more
- Coordinate work activities of others 60% or more
- Train other workers 60% or more
- Work alone 60% or more
- Work as a member of a team 60% or more
- Work without supervision 60% or more
- Work with minimum amount of supervision 60% or more
- Work under pressure 60% or more
- Work rapidly for long periods 60% or more
- Work on several tasks at the same time 60% or more

- **All offers of employment are contingent upon clear results of a thorough background check, drug/ alcohol test and the approval of Head Start Policy Council.**
- **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
- **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
- **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
- **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all- inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

ACKNOWLEDGMENT:

I, _____, have received a copy of the job description for my position, and I have read and understood the contents therein.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date