

Durham Early Head Start
Job Description

Early Childhood and Disability Manager

Reports to: Director

Status: Exempt

**Subordinates: Infant-Toddler Specialist,
Release Time Teachers**

Job Summary:

The DEHS Early Childhood and Disability Manager (EC) will develop, implement and coordinate education operations, procedures and policies according to Federal EHS Performance Standards and develop and implement systems that support quality early childhood services in all Early Head Start classrooms at partnering sites. This includes children with and without disabilities. Overseeing contracts with child care partners will be a major responsibility. The EC will work in collaboration with the Director and key management staff, to ensure that all Head Start Performance Standards, NC Child Care Regulations and Rules, and NAEYC standards (when applicable) of best practice are met for all enrolled EHS children. EC will participate in short and long-range planning for education service delivery; act as an integrator of all service areas into center-based education including family and community partnerships, family involvement, health, nutrition, mental health, disabilities; and, function as liaison and information conduit between EHS Administration and EHS program.

General Staff Responsibilities:

1. Participate in staff meetings, attend conferences, training/workshops, and meet education standards as required.
2. Demonstrate familiarity with Durham Early Head Start (DEHS) policies and procedures, and Head Start Performance Standards.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain professional standards and professional courtesy policies.
7. Actively participate in professional development opportunities and ongoing self-improvement.
8. Fulfill role as mandated reporter as stated in Durham Early Head Start Child Abuse and Neglect Policy.
9. Be present at work in order to provide consistency of services.
10. Be a contributory team member in a positive and productive manner.
11. Flexibility to accommodate changes in job responsibilities due to changing program demands as requested by your supervisor.
12. Demonstrate commitment to Durham Early Head Start mission, values and policies in the performance of daily job duties.
13. Commit and contribute to on program quality improvement through your role as it relates to the following program-wide systems: Program Governance, Planning, ERSEA, Communication, Record-Keeping and Reporting, Ongoing Monitoring, Self-Assessment, Human Resources and Fiscal Management.
14. Commit to reflective supervision as a cornerstone of program and staff development.

Major Duties/Functions/Responsibilities

1. As part of the management team, promote quality programming for all enrolled EHS children by setting standards, developing policies and procedures and clarifying expectations for services in DC EHS program.
2. Serve as a resource to staff, partnering child care providers, and parents on education and early childhood development (to include curriculum, best practice, ongoing assessment of children's progress, individualization, record-keeping, professionalism, daily and long-range classroom planning, etc.)
3. Communicate and collaborate with Early Intervention services and Durham County Schools
4. Develop and implement systems to monitor and enhance quality of DEHS early childhood education services including Creative Curriculum On-line.
5. Develop, update and implement written DEHS Center-Based Education policies and procedures.
6. Assure that all child care partners are implementing applicable EHS performance standards.

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7. In collaboration with the Family Services and Health Manager, the EC will serve as lead for the child care food program – USDA – assisting DPfC
8. Develop and maintain accurate recordkeeping systems to document areas including: educational results, personnel/supervisory management and performance appraisals, staff qualifications, staff training, ordering and maintaining materials and equipment, and communication with/among staff.
9. Provide consultation to DEHS staff, parents and community in response to identified needs related to meeting EHS program educational goals
10. Be well-informed of current state licensing regulations, Head Start Performance Standards, NAEYC Standards, Health and Safety guidelines for young children in group care, Head Start Outcomes Framework, Improving Head Start for School Readiness Act of 2007, the CDA process, developmentally appropriate practice, best practices in group care of children ages 0-3, and early childhood development.
11. Work with the Director and Data Specialist to provide monthly reports and on-going data.
12. Be responsible for the recruitment, screening, hiring and retention of well-qualified and effective employees to achieve the program goals.
13. Develop staff development plans of all teaching staff to include identification of training needs and development of DEHS annual training plans for teaching staff.
14. Plan for and coordinate annual pre-service and in-service training for EHS teaching staff.
15. Assist in planning for and defining teachers' roles in the successful transition of children into & out of the program..
16. Provide consistent support for teachers in developing strong and effective relationships and communication systems with parents and DC EHS program staff.
17. Collaborate with DC EHS Management and Coordinating teams to provide support for classrooms to deal with children with special behavioral and educational needs.

In the Area of Disability Services:

18. The EC will assure that all Head Start and Early Head Start regulations and Performance Standards regarding educational and other services for children with disabilities are implemented appropriately.
19. Assure that to the maximum extent appropriate to the needs of child and family that children with disabilities are served along side their typically developing peers.
20. Collaborating with the Family Services/Health Manager, the EC will coordinate IFSP meetings and will assure the presence of parents, teachers, therapists and others important to the child's development are in attendance.
21. The EC will assure that the IFSP is developed with parental approval and that the therapies and other objectives are implemented in the timeline established by the committee.
22. The EC will develop and implement systems to ensure the successful transition of children with IFSPs from Infant/Toddler to appropriate Pre-School Early Intervention programs.
23. The EC will provide technical assistance, training, support and assistance to DEHS program and partnering staff to ensure that concerns about children's development or behavior are identified and addressed in a timely and effective manner to include the development of classroom behavior plans, joint home visits, and facilitating team meetings with families to develop action plans and clarify roles of all involved.
24. Collaborating with the Family Services and Health Manager, the EC will assure that all health records and tracking for children and children with disabilities are accurately maintained and kept current. Records include, but not limited to: Health and medical data per Performance Standards requirements, Daily Health Checks, OCHD Dental Data, Special Care Plans, IFSPs, Nutrition Assessments, and other health data as required.

Qualifications and Knowledge/Skills Required:

- Masters preferred. Minimum of BA in Early Childhood or other related field with experience developing consistent, stable, supportive relationships with children birth - 3 in group settings,
- 1 year experience teaching children birth- 3 in a high quality group setting.
- 2 years' experience progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities and a strong knowledge of theories and practices of Early Childhood Education/Development
- At least one year experience providing training/education to adults in the child care field
- Strong leadership skills, excellent interpersonal, organizational and time management skills
- Computer literacy (word processing & Internet)
- Awareness of cultural differences, learning styles and community norms and how they may impact on professional development and job performance.
- Sensitivity to, and awareness of, needs of DC EHS -eligible families

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- Ability to approach communication with children, parents, staff and community with professionalism, sincerity and the intent to preserve and improve relationships

Other Requirements:

- Negative pre-employment drug screening may be required
- Satisfactory reference check and criminal record check
- Employee shall submit a dated report of satisfactory TB test or chest X-ray and a signed medical statement dated not more than 12 months prior to employment
- Responsibility for meeting all applicable federal, state & local health requirements
- Responsibility for meeting the transportation needs as required by the nature of the position.