

**Community Action Partnership of Cambria County
Pre-K Counts Education Manager (Salary Exempt)**

Reports to: Early Childhood Director
Classification Group: Q
Date: February 1, 2022

Department: Early Childhood

JOB SUMMARY:

1. The position of Pre-K Counts Education Manager involves specialized work in developing and maintaining contact between the Early Childhood Programs and parents of these participants in regard to the educational needs and services.
2. Work involves preparation or development and administration of:
 - a. Agency Early Childhood policies and procedures
 - b. Professional Development of Education Component Staff
 - c. Marketing services on behalf of the Early Childhood Programs.
3. This position is supervised directly by the Early Childhood Director.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for an Aide on the bus, ensure all children have evacuated the bus, and checks for personal items left on the bus.
3. Performs all activities necessary to complete the education objectives stated State Funded Regulations and Federal Coaching regulations
4. Supervises and evaluates activities of Pre-K Counts education staff including Performance Appraisals.
5. Works very closely with Education/EHS Manager to ensure consistency across Education Component.
6. Coordinates education system in the Pre-K Counts program rooms.
7. Coordinates the selection and purchase of educational equipment and analyzes program room inventory.
8. Prepares and submits written reports.
9. Reviews and participates in the development of all reports and administrative programmatic decisions.
10. Performs all activities in a non-supervisory capacity to fulfill Federal regulations specific to Coaching of Head Start / Early Head Start staff.
11. Assists with the development and implementation of comprehensive training plans for staff and parents.
12. Uses assessment data to drive individualized coaching strategies that are aligned with school readiness and program performance goals.
13. Creates reports and develops coaching agreements for Head Start / Early Head Start individual education staff based on observations of program room practices, ensuring that results are non-punitive.
14. Assists annually in developing, reviewing, and revising of the Program Plans.
15. Participates in the annual self-assessment of the Education Component.
16. Observes each PKC program room to ensure Creative Curriculum and program outcomes are being met.
17. Plans and implements needed curriculum changes to support program room staff in providing experience for children in areas of concern (based on Teaching Strategies Gold On-Line /Creative Curriculum Continuum outcomes data and program room observations).
18. Assists with the collection and collation of Pre-K Counts room outcomes as recorded in Teaching Strategies Gold On-Line three times a year (October, January, April). Participates in the Children's Outcomes Assessment Team/School Readiness meeting three times per program year after collection of data.

19. Complies with Data Management Plan.
20. Promotes communication between Pre-K Counts and school systems in relation to educational goals, procedures, and curriculum.
21. Coordinates transition of children from Pre-K Counts to the public school system.
22. Substitutes in program rooms as needed.
23. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.
24. When riding the bus assists with fastening children in to harnesses on bus and attaching name tags, completes necessary paperwork while riding bus and ensures active participation by the children while on the bus.

ADDITIONAL RESPONSIBILITIES:

1. When in centers, eats with children as needed, sharing same menu while demonstrating socially acceptable behaviors and manners.
2. Participates in meetings, job related trainings and continuing education programs as required or suggested by Pre-K Counts, HHS and sponsoring organizations.
3. Attends evening meetings.
4. Follows the program procedures relating to confidentiality.
5. Performs overnight travel as required.
6. Must pass initial and tri-annual physical exam and TB screening.
7. Mandated Child Abuse/Neglect reporter
8. Oversees the Induction and Level II certification for PA Pre-K Counts teachers.
9. Pre-K CLASS Observer Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Demonstrated ability to direct and manage program goals and objectives.
3. Experience in conducting training programs.
4. Proficient oral and written communication skills.
5. Ability to deal tactfully with the public.
6. Working knowledge of outcome-based services.
7. Knowledge of Teaching Strategies Creative Curriculum Continuum and Classroom Assessment Scoring System (CLASS)
8. Knowledge of Induction and Level II Certification for Teachers as per PDE.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Bachelor's Degree in Early Childhood Education (ECE) or a related field plus three (3) years successful work experience with children birth to 5 years old. (Required)
2. Minimum three years of experience in a supervisory position. (Required)
3. Current PA driver's license and reliable transportation. (Required)
4. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
5. Must obtain Child Abuse, PA State Police, and FBI Fingerprinting Clearances prior to starting employment. (Required)
6. Must meet vaccination requirements set by funding sources. (Required)
7. Training in or demonstrated knowledge of Teaching Strategies Creative Curriculum. (Preferred)
8. Training in or demonstrated knowledge of Classroom Assessment Scoring System (Preferred)
9. Prior experience as an adult trainer. (Preferred)

EMPLOYEE'S SIGNATURE: _____ DATE: _____