

Education Supervisor
.94 FTE (40 hours/week during the school year)

SUMMARY

The Education Supervisor will work in collaboration to provide leadership that strengthens and maintains the relationship between all internal and external partners for the goal of delivering high quality services for Head Start families. The Education Supervisor is responsible for supporting the classroom education component of Head Start for families and children age 3-5. This position includes; facility management, licensing and equipping centers, hiring, supervising, mentoring and training the teaching staff, collaborating with other Head Start Supervisors, Early Head Start, component staff, school district, community partners and other CAP Agency staff to deliver a client centered Birth-5 program.

ESSENTIAL FUNCTIONS – *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides leadership to ensure delivery of a highly integrated birth to five Early Childhood program for families, providing increased School Readiness outcomes.
- Work collaboratively with Head Start Director, Assistant Director, Lead Education Supervisor and other Supervisors to deliver high quality services for children and families.
- Work collaboratively with assigned teaching, coaching and family service staff to meet School Readiness and Family Engagement Goals and Outcomes.
- Hire, supervise, mentor, provide training/onboarding and evaluate direct reports.
- Ensure compliance with federal, state and local program regulations.
- Assist Supervisor with the planning and implementation of needed trainings to ensure program is in compliance with State and Federal Regulations.
- Attend and participate in monthly Coordinated Services meetings.
- Visit classrooms weekly to support teaching staff and provide additional classroom support for Head Start families. This may include: observing children for developmental concerns, assisting and supporting the referral process, and providing resources, materials, and strategies.
- Facilitate the Developmental Screenings of Head Start children within 45 days of enrollment.
- Work with the local School Districts on ensuring MOU's and LEA's are signed and documented.
- Responsible for the training and implementation of the transportation plan for ECSE transportation staff, conduct bus monitoring (twice a year) to ensure Head Start regulations are being adhered to during ECSE routes.
- Work closely with Mental Health services in training of teachers/classroom staff, classroom observations, referrals, strategy implementation and follow up management.
- Responsible for facility management and MN Rule 3 licensing for centers/classrooms.
- Assist teaching staff with purchasing, invoicing for classroom materials, supplies and substitutes.
- Provide CLASS observations, work with classroom team to create goals for instruction and on-going monitoring.
- Represent CAP Agency at appropriate interagency committees, school districts and community partnership meetings.
- Participate in development and annual review of Head Start program plans, policies and procedures and ensure all Head Start staff is aware, trained and supported to incorporate these into their work.
- Responsible to ensure staff are recording appropriate data and provide evaluation of data specific to your area and share data with others as needed for program improvement.
- Work with staff to contribute to School Readiness outcomes for children and families.
- Support and monitor professional development of staff in accordance with individual, program and agency initiatives.
- Communicate regularly with staff to plan, reflect, share information and ideas, build skills and problem solve.
- Work collaboratively with internal and external programs and partners.
- Other duties as assigned by Supervisor

MISSION DRIVEN COMPETENCIES

- Fostering Teamwork
- Continuous Improvement
- Communication
- Building Collaborative Relationships
- Customer Centered
- Analytical Thinking
- Use of Technology and information management

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

A baccalaureate or advanced degree in Early Childhood Education; or baccalaureate or advanced degree in any subject and coursework equivalent to a major relating to Early Childhood Education with experience in education. Previous management and supervisory experience preferred. Experience working with diverse populations. Knowledge of early childhood education, child development and educational settings. A desire to serve and work for the benefit of children and families.

Knowledge of:

- Principles and practices of administrative management, including budgets, accounting, purchasing, customer service and employee supervision.
- Legal, ethical and professional rules of conduct for employees.
- Principles and practices for long and short range planning, performance management, process management and continuous improvement.
- Local community resources, regional community service programs, and regional training programs.
- Personal computers, utilizing software applications and procedures.
- Principles of record keeping and records management.

Skill in:

- Reading, interpreting, understanding and applying federal, state and local rules and regulations and CAP Agency policies.
- Developing administrative and program plans and procedures.
- Analyzing problems and resolving disputes with recommended solutions.
- Managing staff, delegating tasks and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with coworkers, community members, Government agency representatives and clients.
- Exceptional interpersonal skills.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Minnesota State Driver's License, proof of insurance and review of Motor Vehicle Record (MVR) report is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a classroom environment and standard office environment which requires occasionally lifting such article as file boxes or heavier materials with help from others and/or carrying light objects frequently. Mobility to drive a motor vehicle to attend meetings, trainings and visit satellite sites. A job of this type may require walking or standing to a significant degree or may involve sitting most of the time with long periods of computer or phone usage.

ORGANIZATIONAL INFORMATION

Grade: E-1
FLSA Status: Exempt
Department: Head Start

AFFIRMATIVE ACTION POLICY: Scott, Carver, Dakota CAP Agency will not deny anyone the opportunities for training or employment because of sex, race, religion, color, creed, national origin, marital status, age, sexual preference, disability or status with regard to public assistance.

The Scott Carver Dakota CAP Agency is an Equal Opportunity/Affirmative Action employer and is committed to building a culturally diverse workforce