



EXTERNAL POSTING: Education Manager

Job Summary

This position works as part of a team to provide a quality seamless Early Childhood Education program, serving children from birth to 5 years of age in Itasca and Koochiching County. The Education Manager works to ensure that programming meets Head Start Performance Standards and that MN Rule #3 licensing guidelines are met and documented. The manager is involved in the hiring of employees, responsible for the training of new and current employees, supervising staff, as well as mentoring/coaching to ensure staff reach their full potential.

Qualifications

- **Education:**
 - Baccalaureate or advanced degree in Early Childhood Education, or a BA or advanced degree and equivalent coursework in Early Childhood Education.
- **Experience:**
 - Minimum: more than 5 years
 - Early Childhood teaching experience
 - Coaching Experience
 - Supervisory Experience

Posting Information

OPENING DATE: Monday, May 20, 2019

RATE OF PAY: Entry Wage of \$25.80 with Wage Range of \$25.80 to \$38.69 per hour

SCHEDULE: 40 Hours per Week

BENEFITS: Generous Paid-Time-Off (PTO) package, Holiday Pay, Health, Life, Dental, and supplemental insurance options, 401(k) deferral with employer contribution (after meeting requirements), Flexible Spending Account options, Employee Assistance Program, Tuition Assistance and Loan Forgiveness qualifying credit.

LOCATION: Grand Rapids, MN

APPLYING: **Applicants must complete a KCA job application to be considered for the position.** Applications, a complete job description, and more information can be obtained from the KCA public website at www.kootasca.org (under About Us, Employment, and by selecting Career Center) or by contacting us at the information below.

CLOSING DATE: This position will remain open until filled. Applications will begin being reviewed on **Monday, June 10th, 2019.**

CONTACT INFO: Marta Carrigan, Human Resources & Board Services Director.
Phone: 218-999-0807
Fax: 218-999-0841
E-mail: martac@kootasca.org
Mailing: 201 NW 4th St. Suite 130. Grand Rapids, MN 55744

KOOTASCA Community Action, Inc. is an Equal Opportunity and Affirmative Action Employer. Applicants will receive consideration without regard to disability or protected Veterans status.

Upon request, all forms will be made available in alternative formats per requirements of ADA.



Our mission is about ending poverty.

What's yours?

KOOTASCA is proud to be a part of the National Community Action Network.

We know that Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

Our agency is proud to offer:

- A Strong Mission and Vision
- **Personally Fulfilling Work**
- A Team Environment
- **Professional Growth & Development Opportunities**
- Training- Both on the Job and Outside the Agency
- **Promotion from Within**
- Stable Hours and Scheduling
- **Scheduled Raises and Cost-of-Living-Adjustments**
- A Value of Life Experience Along With Education Attainments
- **Second-Chance Employment**

Full-time employees receive:

- **A Generous Paid-Time-Off Package**
- 13 Paid Holidays per year
- **Access to:**
 - Medical Insurance w/ agency contribution to a Medical Saving Account
 - **Dental Insurance**
 - Company Paid Base Life Insurance
 - **Voluntary Life Insurance Options**
 - Short-Term Disability Insurance
 - **Supplemental Insurances**
 - Medical Flexible Spending
 - **Dependent Care Flexible Spending**
- An Employee Assistance Program
- **Tuition Assistance Opportunities**

At KOOTASCA, we hire people who are dedicated to our mission and the work we do. Our staff are committed, passionate, and continually go above and beyond in using their skills and talents to serve our communities. **We know that our employees make the biggest and most important difference in our continued success.** Our agency is looking to hire people who are:

- Dedicated
- Passionate
- Self-Motivated
- Self-Accountable
- Compassionate
- Team-oriented
- Flexible to the changing needs of the population we serve.

**Do these describe you? Are you looking for a job with meaning and the opportunity to give back?
Do you want to be part of our Mission of "Building Community to End Poverty"?**

Read more about our current openings at www.kootasca.org by selecting "Employment" from the "About" tab.



Job Description

Job title	<i>Education Manager</i>	Department	<i>Education</i>
Employee Name		Reports To	<i>Director of Education</i>

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- **Experience:**
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 - Early Childhood teaching experience
 - Coaching Experience
 - Supervisory Experience
- **Authorization:**
 - DHS Background Study
 - Valid Driver's License
 - Employee Physical/TB Risk Assessment
 - MVR Approval for use of agency vehicles
- **Skills, Abilities, & Other Knowledge:**
 - **Skills**
 - Ability to proficiently operate copy/fax machines, telephone, and computers and software, including email, spreadsheets and word processing.
 - Excellent oral and written communication skills.
 - Ability to manage time that results in both a satisfactory quantity and quality of work.
 - **Ability:**
 - Demonstrated ability to work independently and as a team member.
 - Must be able to handle diverse work problems on a daily basis.
 - Must be able to organize a work schedule, set priorities and work effectively to meet deadlines without supervision.
 - Must be able to adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
 - Must be able to work flexible hours as needed in order to meet the needs of the staff and clients.

- Attend trainings, classes, and meetings as necessary to improve job skills and maintain an acceptable level of job performance.
- **Other Knowledge:**
 - Working knowledge of child abuse laws, Head Start Performance Standards, State licensing requirements, United States Department of Agriculture guidelines and community resources.

Primary Duties & Responsibilities

This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned.

Area 1: Funding and Fiscal

- Assist Department Director in development of Head Start, Early Head Start and Pathway funding budgets
- Operate within budget parameters while ensuring the classrooms have the resources they need.
- Assist program leadership in obtaining resources and donations for special projects and initiatives.

Area 2: Program Planning & Ongoing Monitoring

- Assist in program planning and ongoing development of the Head Start and Early Head Start program as part of Education Leadership.
- Assist program leadership in conducting the program's yearly self-assessment and assist in developing an action plan to ensure compliance with all rules and regulations.
- Assist in the development and monitoring of program goals and objectives.
- Ensure the program has CLASS certified staff or access to enough CLASS reliable raters to ensure that each classroom is being evaluated using the CLASS tool twice yearly
- Complete the class tool on assigned classrooms twice yearly, work with classroom staff in the development and monitoring of goals to improve CLASS scores as needed.
- Evaluate and analyze child outcome data and School Readiness Goals three times yearly to utilize for program planning. Report results to Head Start Leadership team, Policy Council, and KOOTASCA Board of directors.
- Plan and conduct Policy Council Sub Committees as needed.
- Ensure that parent and guardian surveys are developed, conducted, evaluated, and that results are presented to the Policy Council and Board of Directors yearly for all program options.

Area 3: Staff Development and Support:

- Hire, train, and support all classroom staff.
- Maintain a comprehensive onboarding process to ensure new staff have the resources and support needed to be successful.
- Develop clear rolls and responsibilities for all classroom staff and volunteers.
- Complete Annual Staff Evaluations and 'End of Orientation' evaluations that include goals and written Professional Development Plans for applicable staff.
- Perform regular observations in all Head Start classrooms yearly and provide feedback to staff.
- Ensure that all classroom staff are fully trained in the use of all program curriculums and assessment tools.
- Provide direction on the review and provision of input/feedback on classroom weekly lesson plans.
- Work with community partners to develop and implement a program wide coaching model in accordance with Head Start Performance Standards.
- Provide coaching in compliance with Head Start approved coaching model at assigned sites.

- Conduct monthly data/child study meetings at assigned sites
- Work with Invest Early partners to develop yearly training calendar.
- Respond to emails phone calls and communications in a timely fashion to ensure staff are supported.

Area 4: Program Compliance.

- Ensure all Education related component areas of the Head Start Performance Standards are met and documented
- Ensure all HS, EHS, and blended classrooms are licensed and comply with MN Childcare Licensing and Rule #3 licensing requirements.

Area 5: Community and Partnership work

- As part of Head Start/Invest Early Leadership, represent Head Start in a positive manner, ensuring Head Start performance standards are met within blended classrooms.
- Serve on Invest Early sub committees, including: Intake, Nuts & Bolts, Training, etc.
- Work as part of a team to promote the Head Start philosophy and program throughout communities in the two county area, including through TV, radio, newspaper ads, and other sources.
- Participate in community wide initiatives that may benefit the children and families we serve.

Job Factors

Supervision of Others:

- Responsible for assigning, instructing, and checking the work more than 10 employees in 2 or more geographic locations.

Safety of Others:

- Responsible for the safety of others on the job. Provides oversight of work groups and/or public served. Implements and enforces safety standards for self and others.

Contacts:

- Contact is both inside and outside the agency, and may include formal presentations.

Physical Demand:

- Must be able to lift 50 pounds.
- Requires sitting, standing, bending, stooping and reaching.

Travel:

- Must have reliable transportation.
- Must have valid driver's license and current auto insurance coverage in compliance with Minnesota State guidelines on the vehicle used for work related travel.
- Travel for completion of job duties, trainings and meetings as required.

General Agency Requirements

Professionalism:

- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers, providers, volunteers, and supervisors.
- Treat clients, co-workers, and the public in a respectful and courteous manner at all times.
- Continue to develop skills and abilities.

Community Representation:

- Represent KOOTASCA Community Action, Inc. in a positive manner.
- Adhere to the Community Action Code of Ethics.
- Seek to understand poverty and the barriers faced by community members.

Confidentiality:

- Maintain confidentiality of agency, program, and client information.

Employee Signature:	<i>Signature</i>
Date:	<i>Date</i>
Supervisor Signature:	<i>Signature</i>
Date:	<i>Date</i>
HR Signature:	<i>Signature</i>
Date:	<i>Date</i>

KOOTASCA Community Action an Equal Opportunity (EEO) and Affirmative Action (AA) Employer. We recruit, hire, place, promote, terminate, layoff, recall, transfer, compensate, and train without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, status with regard to public assistance or any other basis protected by applicable federal, state, or local law. This information will be made available in alternative formats upon request.