

**Overview:**

This position acts as, when staffing needs require it, as a Site Education Manager (SEM) who is responsible for the supervision and output of the quality of services as provided by the center staff (Family Services Tech, Assistant Teacher, Program Aide and Janitor as assigned) AND may serve as the lead Teacher in a classroom of Head Start children by planning, implementing, and supervising all classroom activities.

Staffing needs will be communicated directly to the Certified Substitute Site Manager via their supervisor, the Director of Education. These needs may require the Certified Substitute Site Manager to act as an SEM or a Teacher, or a combination of the two across one or more centers for either short or extended amounts of time of two or more weeks.

When staffing needs do not dictate the need to be placed in a center or classroom, the Certified Substitute Site Manager will instead act as a teaching coach, providing their expertise and knowledge as support to assist in the professional development of center staff members. This support includes training new staff in classroom management, curriculum implantation, and appropriate early childhood teaching practices.

This position works with typically developing children and children with disabilities. This position requires a thorough knowledge of Head Start performance standards, local child care licensing regulations, the theories and principles of child growth and development (including health, nutrition, mental health and disabilities); early childhood education and family support. This position is responsible for the general and day-to-day operations of a Head Start center, communicating with parents and the community and management and monitoring of all staff working at the assigned center(s). This position is responsible for ensuring that best practices are integrated into the classroom daily in order to promote school readiness for every child. The position may be reassigned to various centers as deemed necessary for program operations. This position requires proficiency in the upkeep and entry of data into online and software-based systems, pulling monthly reports as required (or more often as needed) and for maintaining current and complete documentation of all assigned centers/classrooms. This is an 8 hour per day (Monday-Friday), 40 hrs per week; 39-42 weeks per program year exempt position.

**Job Type:** Full-time

**Salary:** \$28.32 per hour

**Hours Required:**

8:00AM – 4:30PM

**Responsibilities:**

- Direct supervision of the children in the classroom setting is required at all times. At no time when children are present should any classroom teaching staff be in the office taking a break, making phone calls, checking emails or any other situation that may arise. Supervision of children is the priority.
- Assists in recruiting prospective families and assists with enrollment process including children with disabilities.
- Responsible for monitoring and compliance with applicable local, state and federal rules, regulations and standards as well as with any state and federal contracts, health, safety and licensing regulations.
- Plans and directs the work of the staff supervised. Observes and gives feedback to staff or volunteers supervised where applicable and other staff as assigned on at least a weekly basis.
- Supports the professional development plan for staff supervised.
- Makes appropriate personnel decisions that do not require higher approval and submits others as a recommendation to the supervisor.
- Participates in in-service, workshops, conferences and college courses to enhance skills as required.
- Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- Attends all required staff and parent meetings and activities.
- Maintains current required credentials: Colorado State Director Qualification letter, Med Admin, CPR, 1<sup>st</sup> Aid

- Performs community outreach to encourage individuals previously unaffiliated with Head Start program to participate in Head Start program as volunteers.
- Promotes parent involvement in the program as a classroom visitor, volunteer, and/or participant in family events. Must actively encourage and build participation in Parent Trainings and Transition meetings, Screening fair, Health fair, Literacy fair, etc.
- Provides parents outreach and information in a language that the parents can understand.
- Uses Child Plus.net or another database software effectively and efficiently.
- Ensures and monitors that complete, current and accurate paperwork into each child's central file and all data into the Child Plus.net online record in a timely manner.
- Submits reports as needed and requested, such as monthly summary tracking reports, etc. per scheduled deadlines.
- Develops and facilitates a positive presence with the local school district, and the community, focusing on networking opportunities, enhancement of volunteer participation and educational awareness efforts in regard to program needs.
- Meets with parents and community members as appropriate.
- Becomes thoroughly familiar with and follows the CEEN Head Start Policies and Procedures, CEEN Program Information Memorandums and any changes that may occur.
- Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement. Monthly report will be turned in to the FCP Manager.
- Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.
- Positively promotes Head Start in the community.
- Classroom support is essential; this position will spend the majority of time in the classroom setting. It is mandatory that 6 hours of a typical day will be based out of the center. The remaining 2 hours may be used at the office to prepare the necessary resources for the coaching visits.
- Provide effective training and support for new teaching staff in classroom management, curriculum implementation, and appropriate early childhood teaching practices.

#### **Required Qualifications:**

- (1) One of the three options listed below:
  - a. An AA or higher in Early Childhood Education
  - b. An AA or higher in Child Development
  - c. An AA or higher in a field directly related to Early Childhood Education and at least 2 years of experience working with young children.
- (2) Current Colorado State Director Qualifications letter is required.
- (3) One year of supervisory experience is required.
- (4) Previous Head Start / Early Head Start experience is preferred.

#### **Note Regarding Qualifications:**

Site Education Managers **MUST** obtain a Bachelor's degree in Early Childhood Education and *coursework\** (30 ECE hours) equivalent to a major relating to Early Childhood Education or a Bachelor's or advanced degree in any field and *coursework\** (30 ECE credits) equivalent to a major relating to Early Childhood Education by the "to be determined" date set by the Office of Head Start. "Reasonable progress" (as determined by the Executive Director) must be made annually towards a Bachelor's or advanced degree in any field and *coursework\** (30 ECE credits) equivalent to a major relating to Early Childhood Education. Documentation/degree plan is required prior to interview and hiring.

#### **Benefit Summary:**

- Choice of 3 separate health benefit programs, focused on flexibility and cost
- Employee Assistance Program that includes multiple free counseling sessions, access to a wellness coach, and work / life consultations for financial / legal and child / elder care
- Mental Health Resources through Contractors with UNC Psychological Services
- Health, Dental, and Vision insurance, alongside employer-matched 401(k) contributions

#### **Additional Steps:**

In order to quickly move through the hiring process, please have these documents prepared for our hiring team:

- (1) Completed Colorado Early Education Network job application (<http://ceen.org/images/APP2021.pdf>)
- (2) The diploma required for your position (High School, AA, BA, etc)
- (3) Educational transcripts for any ECE credits earned
- (4) Hours of Experience letters from previous childcare employers

*Colorado Early Education Network is an Equal Opportunity Employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws.*