



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Education Manager
Department: Head Start
Supervised by: Head Start Director
Pay Grade: E4 \$59,513 - \$83,319 DOQ
FLSA: Full-Time; Exempt

Position Summary: Under the general supervision of the Head Start Director, the Education Manager provides effective leadership and supervision strategies to assigned staff by providing technical assistance, staff development, ongoing training, and support to ensure implementation of program goal by effectively communicating expectations and desired outcomes. Under minimal administrative direction, plan, evaluate, organize, and coordinate the implementation of all regular educational and transition programs. The Education Manager will assist in the professional development planning and evaluate teaching staff effectiveness through training and ensuring high quality teaching practices are achieved.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Responsible to develop, maintain, and manage a system to track eligibility, recruitment, selection, enrollment, and attendance of children to comply with federal and state regulations.
- Ensure applications collect all mandated child and family information, in accordance with state and federal program requirements.
- Review applications to assure information is complete and is accurately placed in student file.
- Maintain confidentiality in accordance with Bishop Paiute Tribe, Office of Head Start, and Federal/State program regulations.
- Organize outreach and recruitment activities to provide information and enrollment opportunities to children and families throughout the year.
- Attend annual ERSEA training and be prepared to provide update to BIHS Staff.
- Provide information, resources, and referrals to families as requested to support their efforts and family partnership plans, with emergency assistance, and crisis intervention.
- Form and maintain working relationships with outside agencies to facilitate both recruitment and services to enrolled families and families on the waiting list.
- Maintain filing systems and eligibility files for all enrolled, previously enrolled and waiting list applicants. Ensure files are accurate and accessible for both processing and annual audits.
- Work closely with staff to coach and align professional development efforts.
- Identify the training needs of staff and develop/implement an annual education training calendar to support the needs of staff.
- Foster mentoring skills in lead teachers and support their work in developing assistants and aides.
- Provide frequent in person, phone and written contact with staff and families, often involving sensitive and/or confidential information.
- Support effective communication with all staff, as well as mediate communication when necessary.
- Provide staff trainings in areas of parent education, family engagement, and community resources.
- Facilitate discussion groups and help coach staff on pertinent topics.

- Support and monitor the implementation of selected curricula, and all related child development services in Head Start programming, that ensures compliance with Head Start State and Federal regulations.
- Assist with classroom staffing needs.
- Assist with the development and maintaining written policies and procedures that follow the Head Start Performance Standards.
- Attend collaborators meetings with other agencies as needed to represent Head Start program as advocate and spokesperson for Head Start and their families.
- Attend trainings, workshops, and assist with site-based/program wide events as requested by Supervisor.
- Provide monthly reports on direct service results activities of site monitoring, including status to Head Start Director.
- Cultural competency of the Native American students and families enrolled, collaborating agencies, and resources to maintain cultural sensitivity and respect for the Paiute Culture.
- Other duties as assigned.

Supervisory Responsibilities:

- Oversee designated Head Start Center/Classrooms which include observation of classrooms monthly, review of classroom documentation, conferencing and direct supervision of the following positions: Teachers, Assistant Teachers, Aides, Classroom Substitutes and support staff in the absence of the Director and or Assistant Director.

Education and Experience:

- Minimum Bachelor's Degree in Early Childhood Development and Family Studies, Social Work, Case Management and/or eligibility experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills, and abilities to perform duties of the position.
- Minimum three (3) years' experience as a Lead Teacher in a child-centered preschool classroom.
- Minimum three (3) years administrative experience, specifically in supervising staff and managing complex projects.
- Strong computer literacy/skills including Excel, Word, and Outlook.
- Knowledge of Head Start Performance Standards, philosophy and mission is desirable.

Other Requirements:

- Excellent written and verbal communications skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
- Attends and participates in regular staff meetings and planning meetings for development and maintenance of internal and external programs, services, and activities.
- Sustained concentration and attention to detail and accuracy.
- Strong leadership skills and ability to work independently as well as in a team environment.
- Experience balancing regulatory requirements with budget constraints and growing community needs. Ability to assist the needs of all families, specifically those with special needs and with culturally diverse populations.
- Must be able to work evenings and/or weekends as needed, to support program goals.
- Provide proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current, individual must consent and complete before employment and be maintained annually.
- Within 2 months of employment must obtain; First Aid, CPR, and Automatic Defibrillator certifications required or obtained and continue to maintain the certifications while employed.
- Must possess or be able to obtain a Childhood Development Site Supervisor Permit (CDA), credential within twelve (12) months of employment.
- Shall possess and maintain a valid California Class C Driver's License and be insurable under the Bishop Paiute Tribe's Insurance carrier.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* – the individual takes initiative and identifies/resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others’ ideas, and exhibits willingness to learn/try new things.
- *Communication* - the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *Customer Oriented* - the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* - the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays, or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual maintains a clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others to get the job done and follow through on tasks

Physical Demands:

- Frequent driving to sites, training, and home visits sometimes in outlying areas.
- Regular sitting, working at computer and desk.
- Occasional bending, stooping, and lifting to 50 lbs

Work Environment:

Work is generally performed in a classroom setting and in an outdoor environment. Work involves exposure to high risk or potentially dangerous situations, dust, fumes and allergens, infectious disease and excessive noise. Work frequently requires the use of protective clothing, equipment, devices or materials. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____