

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

PAGE 1 OF 3

POSITION: **CHILD DEVELOPMENT AND EDUCATION (CDE) CLASSROOM MANAGER**

DIVISION: Early Childhood Development

PROGRAM: Head Start and/or Early Head Start

PURPOSE: Oversees the functions of the early childhood development and education service area of Head Start and Early Head Start. In accordance with Association of Children Youth and Families performance standards and current Head Start regulations.

QUALIFICATIONS:

Education: Bachelor's Degree and certification in Early Childhood/Child Development or Related Bachelor Degree (Elementary Education, Special Education, Human Development Family Studies) with a state awarded Private Nursery/Pre-School certification.

Experience: Three (3) years experience in a management level/supervisory position or three (3) years Head Start/Early Head Start experience with previous supervisory experience.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate and supervise others
- f. Machine operations could include calculator, computer, photocopier, telephone
- g. Knowledge of Head Start Performance Standards, policies and procedures, Head Start philosophy and program operations

REPORTS TO: Assistant Director

SUPERVISES: Child Development and Education Supervisors

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Moderate concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Light physical effort in a predominantly sitting position.

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environment information.

Special Demands: Potential eye strain, Occasional lifting.

Special Requirement: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Develops and implements Child Development and Education service area plan, procedures and trainings and assures program compliance in accordance with current Head Start performance standards.
02. Plans the Instructional Programs (classroom, assessments, summer planning, etc. . .) for children 3 to 5 and coordinates activities necessary to complete educational objectives including creating forms and coordinating with other managers.
03. Interprets program rules, procedures and policies and assures compliance at levels that meet or exceed performance standard requirements.

04. Responsible for annual self assessment process in Child Development and Education Service area.
05. Attends meetings with individuals, parents, public and private agencies on behalf of Head Start/Early Head Start Director when requested.
06. Reviews and authorizes time and attendance records and end of month paperwork.
07. Prepares service area reports, recommends changes and improvements necessary to support program growth and development.
08. Participates in meetings, job related training and continuing education programs as required by supervisor or Head Start regulations.
09. Advocates for Head Start/Early Head Start families.
10. Communicates with other professionals, local school systems, staff and parents to address concerns, resolve problems, or provide support/information on the procedure and curriculum (i.e., Advisory, staffing, parent meetings, staff meetings, etc.).
11. Schedules, plans and oversees advisory committee meetings.
12. Approves ordering, distribution and assures a system of maintaining inventory of educational supplies; assigns appropriate personnel to shop for materials and equipment, when necessary
13. Plans and leads scheduled service area team meetings.
14. Performs other duties as defined by the Head Start/Early Head Start Director and/or the assigned supervisor when additional work is necessary to fulfill the obligations of the organization.
15. Coordinates program service areas in planning, supervising, evaluating, training, and providing innovative ways of management and comprehensive Head Start/Early Head Start home based services for ages 3-5.
16. Ensures recruiting of program participants on an ongoing basis.
17. Maintains comprehensive services to families through:
 - Mental health observations, reports and services
 - Early intervention services
 - Coordinating special services for pre-school age children
18. Work with Transportation Coordinator to assure bus routes and pickup and drop off times are current and approved.
 - Working with appropriate members of management to assure transportation services meet program requirements, as well as federal and state regulations.
19. Review and approve transportation implementation plans for:
 - Loss prevention
 - Preventive maintenance
 - Vehicle fire drills
 - Defensive driving strategies
 - Safe and responsive routes
 - Vehicle servicing
 - Anticipated obsolescence and replacement of vehicles/equipment
 - Building maintenance in emergency situations
20. Provide input on the updating of policies and procedures for transportation services.

The following areas are specific to day to day supervision of Child Development and Education staff. These duties may occur as needed.

21. Supervises Child Development and Education staff by the following:
 - Reviews and monitors staff schedules (community outings, home visits and conference schedules, etc.)
 - Holds staff meetings with Child Development and Education staff
 - Gives immediate crisis feedback to staff on daily operational dysfunctions
 - Responds to staff concerns/questions via phone calls, memos, problem solving, etc.
 - Oversees planning, scheduling, developing and implementing staff training
 - Observes staff and writes observations/evaluations (informal observations followed up with memos and/or meetings)

- Arranges coverage for staff absences when necessary
 - Approves community outings, gives input for follow-up activities, etc.
 - Approves and coordinates “special” activities with staff, supervisors, and parents to be implemented at center sites as necessary
 - Reviews pertinent CDE documentation and records ongoing
22. Visits and observes center sites at the following minimums:
- Formally observes center operations two times a year
 - Informally observes center sites monthly
 - Maintains a file of all staff supervision activities and periodically makes recommendations based on these notes and data

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: J

HOURLY WAGE: \$21.88

HOURS PER WEEK: 40
Possible non-traditional