

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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

DIVISION: Early Childhood Development

PURPOSE: Oversees the functions of the early childhood development and education service area of Head Start and Early Head Start in accordance with the Administration for Children 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
- h. Ability to work effectively as part of a team and to lead teams

REPORTS TO: Assistant Director of Head Start/Early Head Start

SUPERVISES: Child Development and Education Supervisors and others as assigned

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, Act 34 and FBI/DPW fingerprint clearance documentation at hire.
Valid 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, home based, assessments, summer planning, etc. . .) for children birth 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 regulations and performance standard requirements.

04. Attends meetings with individuals, parents, public and private agencies as a representative of the Private Industry Council and the Head Start Program.
05. Supervise direct reports: utilizing approved management systems; delegating tasks using SMART [specific, measurable, attainable, realistic, timely] goals; conducting timely and frequent observations and appraisals; evaluating and determining training or educational needs or action plans; developing Personal Development Plans; creating and implementing processes for ongoing communication, feedback and follow up.
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 and 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. Plans and leads scheduled service area team meetings.
13. Coordinates program service areas in planning, supervising, evaluating, training, and providing innovative ways of management and comprehensive Head Start center based and home based services for ages 3-5.
14. Ensures recruiting of program participants on an ongoing basis.
15. Assists with the annual self-assessment process in Child Development and Education Service area.
16. Approves the ordering and distribution of supplies by:
 - maintaining a system of inventory of educational supplies;
 - assigning appropriate personnel to shop for materials and equipment when necessary.
17. Works with the Transportation Manager and Coordinator to assure Head Start bus routes and pickup and drop off times are current and approve.
18. Maintains comprehensive services to families through:
 - Mental health observations, reports and services
 - Early intervention services
 - Coordinating special services for children birth to 5 years of age children

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

19. Supervises Child Development and Education staff by the following:
 - Reviews and monitors staff schedules (community outings, socializations, home visits and conference schedules, etc.)
 - Holds staff meetings with Child Development and Education staff
 - Gives immediate crisis feedback to staff on daily operational challenges
 - 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 socializations, 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

20. Visits and observes center sites and home-based services at the following minimums:
 - Formally observes center operations and home visits two times a year
 - Informally observes center sites and home visits monthly
 - Maintains a file of all staff supervision activities and periodically makes recommendations based on these notes and data
 - Observes a home-based socialization twice a year for each socialization group
21. 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.

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