

Community Action Partnership of Cambria County

Assistant Education Manager (Hourly Non-Exempt)

Reports to: Early Childhood Director

Department: Early Childhood

Classification Group: O

Date: June 15, 2023

JOB SUMMARY

1. The position of Assistant Education Manager involves specialized work in developing and maintaining contact between the Head Start Program and parents of Head Start/Early Head Start participants in regard to the educational needs and services.
2. Work involves preparation or development and administration of:
 - a. Agency Early Childhood policies and procedures
 - b. Marketing services on behalf of Early Childhood Programs
3. This position is supervised directly by the Early Childhood Director.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. Supervises and evaluates activities of Curriculum Support Aides / Interns including Performance Appraisals.
3. Assists Education Managers in completion of Education Component responsibilities including, but not limited to, completing required education screenings, onboarding new education staff, planning needed curriculum and/or environmental changes to support staff in providing experiences for children in areas of concern.
4. Works very closely with Education Managers to ensure consistency across Education Component.
5. Attends and participates in Children's Outcome Assessment Team/School Readiness meetings (COAT/SR).
6. Coordinates the development and implementation of comprehensive professional development plans for CSAs.
7. Substitutes in program rooms and on buses as needed.
8. Maintains daily contact and communication with supervisors.
9. When riding the bus assists with fastening children into harnesses on bus and attaching name tags, completes necessary paperwork while riding bus and ensures active participation by the children while on the bus.
10. Assists with children as needed in the center.
11. Performs other reasonably related duties as assigned by immediate supervisors and other management as required.

ADDITIONAL RESPONSIBILITIES:

1. When in centers, eats with children as needed, sharing the same menu while demonstrating socially acceptable behaviors and manners.
2. Attends evening meetings and participates in job-related training as required.
3. Follows the program procedures relating to confidentiality.

4. Performs overnight travel as required.
5. Must pass initial and tri-annual physical exam and TB screening.
6. Mandated Child Abuse/Neglect reporter
7. Pre-K CLASS Observer Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Must demonstrate thorough knowledge of Head Start Performance Standards and CAPCC Early Childhood Program plans.
3. Proficient oral and written communication skills.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Bachelor's Degree in Early Childhood Education (ECE) or related field with at least 18 credit hours in ECE. **(Required)**
2. Current PA driver's license and reliable transportation. **(Required)**
3. Free of Child Abuse/Neglect history as verified by proper authorities. **(Required)**
4. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. **(Required)**
5. Must meet vaccination requirements set by funding sources. **(Required)**
6. Two (2) years successful supervisory experience with preschool. **(Preferred)**
7. Current Pediatric First Aid and CPR Certification. **(Preferred)**
8. Demonstrated experience working in a child-oriented group setting. **(Preferred)**
9. Training in or demonstrated knowledge of Teaching Strategies Creative Curriculum. **(Preferred)**
10. Training in or demonstrated knowledge of Classroom Assessment Scoring System **(Preferred)**

EMPLOYEE'S SIGNATURE: _____

DATE: _____