



Job Title: Education Director
Department: Early Head Start
Reports To: Early Head Start Director

Status: Full-Time/Exempt
Schedule: 40 Hours/Week
Monday-Friday

Mission Statement:

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

Job Summary:

The Education Director is responsible for the dynamic roles of strategic planning and innovation, as well as operational planning and follow-through. The Education Director is key to ensuring successful and high-quality Early Head Start classrooms throughout the program. The Education Director also plans and collaborates with other departments to ensure effective and efficient operations across Head Start service areas within the program and across the CHCF network. This is a fantastic opportunity for an educational leader to be part of a national team and play a key role in leading a growing organization that has a tremendous impact on Head Start children.

Duties and Responsibilities:

The Education Director systematically collects and analyzes data as the basis for decision making for program improvement to accomplish the following.

- Provides individual and group support for education lead in implementing educational initiatives and coaching.
- Supervises and coaches the Education team.
- Plans and implements comprehensive, differentiated and sequential professional development for education staff.
- Plans and oversees on-boarding of Early Learning/Disabilities Specialists and Education Leaders.
- Collaborates and coordinates with other service area leadership and initiatives to ensure:
 - Timely and appropriate support for children with atypical needs
 - Parent education and outreach activities are consistent with education goals and activities
- Consistently contributes to delegate, network and professional excellence through productive leadership and participation in:
 - Delegate planning and leadership (1:1 with DDHSS, policy council relations, leadership team meetings)





- Participates in (company name) network leadership and collaboration meetings
- Tracks, monitors and ensures all Education and Disabilities/Mental Health Roadmap milestones are achieved and Transition Rubric benchmarks are met"
- External community relationships (LEAs, CBOs, higher education, NHSA, state agencies, policymakers)
- Ensures fiscal management by monitoring educational expenditures.
- Communicates with leadership on programmatic status, updates and any concerns regarding the classroom staff or facilities.
- Provide training to staff on education models and practices.
- Participates in assigned meetings, events and training as required

Supervision

- Supervises assigned department personnel. Includes the following responsibilities, but are not limited to: hiring, training, scheduling, evaluating, and ensuring accuracy, timeliness, and the completion of all work performed by direct reports.
- Educates direct reports on all department and agency policies and procedures.
- Meets with assigned staff at least monthly to identify and resolve problems, manage projects, track goals, and review work processes and procedures.
- Represents the team and/or department at meetings, events, and training as required.

Non-Essential Duties:

- Performs any and all other duties as assigned.

Job Specifications:

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

1. Master's degree with state awarded preschool teaching certification with experience teaching preschool-aged children preferred; OR Bachelor's Degree in Early Childhood Education OR Bachelor's degree in related field with at least six (6) courses in early childhood education and experience teaching preschool-aged children
2. 3-5 years experience supervising and coaching teachers and education leaders; experience with early childhood education and special education strongly preferred
3. Background in Special Education/Inclusion and prior Head Start / Early Head Start experience highly preferred





4. Experience with Creative Curriculum model and Teaching Strategies, GOLD assessment system. Reliable in ITERS-R, and ECERS-R
5. Physical exam and background checks are required for this position.
6. Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.
7. Must have a valid driver's license and reliable transportation.

Knowledge, Skills, & Abilities:

- Ability to interact effectively with people from diverse backgrounds.
- Ability to communicate effectively, verbally and in writing.
- Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation.
- Must be honest, dependable and able to meet deadlines.
- Self-motivated and able to work independently.

Physical Requirements:

- Ability to sit most of the time with some bending and reaching.
- Ability to stand, walk, and bend periodically.
- Ability to engage in repetitive movement of wrists, hands, and fingers – typing and/or writing.
- Ability to work frequently at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading).
- Ability to receive and respond to oral communication.
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.

Work Environment:

- Work is generally performed in an office environment.
- Noise level in the work environment is moderate to occasionally loud (examples: business office with computers and printers, light to moderate traffic, human voices).
- Standard office equipment generally used includes:
 - Telephone
 - Personal Computer (monitor, keyboard, and mouse) or Tablet
 - Printer/Photocopy Machine
 - Calculator
 - Fax Machine

Salary: \$100,000.00

CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

