



# COMMUNITY ACTION OF LARAMIE COUNTY, INC.

Job Title                    Education and Disability Manager  
Reports to                 Program Director  
ID                             Laramie County Head Start (LCHS)  
Type of position:         Hours 40 / week  
Full-time –12 months     Exempt

## GENERAL DESCRIPTION

Responsible for the oversight of Education and Disabilities services, prenatal to five, including the education, parent involvement, child and family development, volunteerism, and community networking partnership systems in accordance with the National Head Start Performance Standards, the Head Start Act, Head Start Child Development and Early Learning Framework (HSCDEL), State of Wyoming Childcare Licensing, designated curricula, Individuals with Disabilities Education Act (IDEA), the McKinney-Vento Act, Child and Adult Care Food Program, and Environmental Health. Responsible for ensuring that all eligible children and their parents receive the maximum services available linking families, staff and community together. Responsible for the oversight of School Readiness goals. Responsible to supervise, mentor and coach teaching staff using CLASS monitoring tool. Responsible for providing professional support and following guidelines and policies.

## JOB DUTIES

The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

### Responsibilities

- Reports to Program Director
- Responsible for overseeing all operations and assuming management accountability of Education and Disabilities services in accordance with the Performance Standards and Head Start Act, and local, State, and Federal rules and regulations
- Responsible to ensure all designated curricula are implemented appropriately in the classrooms
- Responsible to write and implement the Transition and Disabilities Plans annually in consultation and collaboration with staff, parents, and community partners
- Responsible for child and family development activities of the Head Start program in accordance with Head Start Performance Standards
- Responsible for developing contracts and Memorandums of Understanding with, and coordinating and serving as liaison for services with the LEA, Mental Health consultants, and the McKinney-Vento liaison for the School District
- Responsible for supporting grant writing and budgets
- Responsible for working as a part of the management team to ensure comprehensive systems to support services of all Head Start components

### Education Duties

- Mentors and coaches education staff
- Ensures services are implemented with culturally and linguistically responsive techniques; in partnership with families without judgement or bias, recognizing and respecting individual differences and backgrounds
- Provides ongoing monitoring of education staff to include classroom observations, using the CLASS monitoring tool and professional development of staff
- Reviews and compiles classroom End of the Month paperwork
- Audits classroom Child Files
- Reviews child applications for developmental concerns and to coordinate services
- Trains and mentors parents/classroom volunteers
- Assumes primary responsibility to ensure proper ratios are maintained
- Establishes working relationships with families
- Supports and monitors staff in relationship building processes
- Ensures appropriate family engagement activities, including regular Parent Network meetings in each center
- Plans and facilitates component meetings
- Ensures that children receive developmental screenings within appropriate timelines



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**Disability and Mental Health Duties**

- Coordinates and serves as the liaison for the local education agency (LEA), state education agency (SEA)
- Coordinates with Mental Health consultants or other Mental Health providers
- Ensures the program meets the requirement that 10% of enrolled children need disability services
- Ensures that services follow IDEA for Part B and Part C programs
- Ensures that children receive screenings, assessments and referrals for evaluations
- Ensures that children are placed on Individual Education Program/ Individual Family Service Plan (IEP/IFSP) as needed
- Ensures that any needed accommodations are provided following the IEP/IFSP
- Educates parents and staff in requirements of IEP/IFSP
- Ensures teachers attend IEP/IFSP meetings
- Trains and monitors education staff in providing IEP/IFSP services
- Coordinates services for medically fragile children, birth to age five
- Coordinates IEP/IFSP services with other component managers as needed
- Coordinates written and verbal communication of IEP/IFSP meetings and documentation

**Management Responsibilities**

- Participates in the selection and training of staff
- Supervises, provides ongoing monitoring, and evaluates assigned staff
- Conducts monthly one-on-one meetings with subordinate staff to maintain communication and give feedback to staff
- Develops subordinates' skills and encourages growth;
- Continually works to improve supervisory skills
- Arranges for the collection of data as needed to ensure compliance with pertinent legislation, regulation, and laws; ensure timely and accurate reporting of data to Federal and State authorities. Analyze data for evaluating, planning and improvement of services
- Meets regularly with the Program Director, management team, Education and Disabilities Supervisors; meets with other staff and consultants as needed.
- Schedules and/or attends staffings, parent meetings, in-service and pre-service trainings and other meetings as appropriate
- Works closely and communicates effectively with the Program Director and management team to ensure that the program systems are working effectively and any issues are promptly addressed
- Works with the Program Director and management team to control program quality and maintain program accountability
- Works jointly with the management team to develop program strategic planning
- Maintains attendance records for staff and helps to coordinate substitutes when needed
- Ensures accurate Program Information Reports, self-assessments, monitoring protocol, compliance monitoring; Strengths, Weaknesses, Opportunities and Threats (SWOT) assessment and other supports for grant services of Head Start
- Processes complaints and initiates corrective actions
- Assumes teaching responsibilities as needed
- Oversees the education budget and approves supply orders, purchases, and distributes supplies
- Attends and assists in recruitment and community events
- Facilitates the School Readiness Committee
- Participates in the Planned Language Approach committee

**General Duties**

- Provides an environment that values cultural diversity; demonstrates the highest standards of personnel integrity, honesty, and fortitude in all Community Action activities
- Ensures that required information is shared among staff and management team according to the written communication system; relates professionally and tactfully with program participants, co-workers and community
- Responsible for meeting assigned deadlines
- Responsible for completing monthly reports and includes progress toward goals and objectives
- Composes Quarterly School Readiness newsletter
- Participates on various boards and committees in the community representing Head Start
- Ensures that staff follow child abuse and neglect reporting procedures in compliance with applicable State and local laws.
- Maintains professionalism, confidentiality and is a leader for staff, maintains thorough and objective documentation in regard to family and community work



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### **EDUCATION & EXPERIENCE**

- A minimum of a Bachelor's Degree in Early Childhood Education/Development; or, a Bachelor's Degree in a related field and course work equivalent to a major relating to ECE or ECD with experience working with preschool aged children is required
- Previous experience in working with pregnant mothers and children birth to 5 years in a preschool or childcare setting is preferred
- Previous experience with a focus on disability services for children birth to 5 is preferred
- A minimum of 2 years previous experience in administrative management and personnel supervision, and/or project coordination or any equivalent combination of experience and training which provides the required knowledge, skills and abilities preferable
- Willingness to obtain additional training as requested

### **SUPERVISORY REQUIREMENTS**

- Supervises Education and Disability Supervisor, Teachers and Teacher Assistants
- Interns (as necessary)
- Foster Grandparents and volunteers

### **KNOWLEDGE AND SKILLS**

- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program
- Knowledge of child development and health, disabilities, safety, nutrition, multiculturalism, adult education and family dynamics
- Ability to use a computer to collect, record, retrieve data and prepare reports
- Ability to organize and prioritize daily work load and schedules
- Experience in human services setting including working with low-income children and families of diverse background
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practice of case management and crisis intervention programs
- Principles of supervision, training and performance evaluation
- Develop and implement social services supervisory procedures
- Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Possess an understanding of Head Start Performance Standards, Head Start Act, local, state and federal rules and regulations to design plans to support services, monitor and train for compliance.
- Has knowledge of effective relationship-building practices, and understands families are vital to children's development and learning.
- Uses different program data sources to inform and work with parents and expectant families.
- Identifies and reflects on personal values, experiences, ethics, and biases (e.g. gender, racial, ethnic, cultural, or class) in order to become self-aware and more effective in working with different groups of people.
- Understands the value of reflective supervision for personal and professional growth. Effectively utilizes supervisory feedback, educational opportunities, and technical assistance resources to improve individual skills and knowledge.
- Understands the proper steps to ensure family and child safety, when safety is threatened.
- Has an extensive knowledge of community resources for families (e.g. health, mental health, nutrition, education) and understands how to match community and program resources to family interests and needs.
- Can communicate with families and educate parents, staff and community about the importance of health, mental health, and child development services for children's ongoing learning and development.

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**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

- Must possess stamina remain seated for extended periods.
- Must occasionally lift and/or move up to 50 pounds.
- Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- Must be able to occasionally tolerate exposure to outside weather conditions.
- Must be able to tolerate diverse environmental workspaces.
- Must comprehend and interpret written reports of a technical nature.
- Must operate a computer, telephone, keyboard and other office equipment.
- Must be able and willing to drive in a variety of weather conditions.
- Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.

**OTHER REQUIREMENTS**

- Responsible for a safe, healthy learning environment by following all health, safety, and sanitation rules.
- Responsible for ensuring that children are supervised and ratios are followed at all times.
- Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.
- Professional demeanor, attendance/punctuality, appearance and hygiene.
- Ability to negotiate effectively and utilize conflict resolution skills
- Must possess strong intrapersonal, verbal and written skills, and customer service skills.
- Occasional evening and weekend work hours; ability to travel to include extended days and overnight stays.
- Must be able to pass State of WY Division of Criminal Investigation and Department of Family Services Central Registry background checks.
- Must complete/pass First Aid and CPR course annually.
- Must design and progress in a professional development plan.
- Must complete TB test prior to hire and Physical within 90 days of hire, and complete each annually thereafter.
- Must abide by signed Confidentiality and Ethics Statements.
- Must assure that program goals are met.
- Must perform duties with minimal supervision.
- Must comply with CALC Personnel Policies, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations.
- Must participate in meetings and trainings (including mandatory training periods).
- Must maintain a valid driver's license and be insurable by CALC insurance provider.

**Policy Council Approval**

APPROVED  
BY



Date 9/25/15

**Governing Board Approval**

APPROVED  
BY



Date 9/24/2015