



Southwestern Community Services, Inc.

Head Start Program

*is seeking a candidate to fill the following position:
Education and Disabilities Services Manager*

Job Requirements:

- Must have a positive attitude and ability to work flexible hours
- Knowledge, understanding, and experience working with low income families
- Bachelor's Degree in Early Childhood Education or related field with at least 24 credits in Early Childhood Education/Special Education/Child Development **(Masters Preferred)**
- Five years administrative experience, preferably in Head Start/Child Care/Special Education
- Must travel within Sullivan and Cheshire Counties and in the New England area

Job Description: This position is responsible for the operation of The Head Start Program, Education and Disabilities Services in Cheshire and Sullivan Counties in New Hampshire with enrollment of 237 children. Primary responsibilities include:

- The general oversight of the Education/Disabilities content areas
- Orientation and supervision of all education staff in 12 classrooms
- Curriculum development/implementation
- Budget development and implementation
- Oversight of the NAEYC Accreditation and maintenance of accreditation
- Community relations and partnerships.

◆Competitive Salary ◆Paid Holidays

◆NAEYC Accredited Programs

Please submit resume, cover letter and three professional references by

August 14, 2009 to:

Bagdat Caglar

Director of Child Development Services

SCS Head Start

63 Community Way

Keene, NH 03431

bcaglar@scshelps.org

Fax:603- 7194136

No phone calls please

SCS is a EEO and a partner of the United Way



Western Community Services Head Start Program

P.O. Box 603
69Z Island Street
Keene, NH 03431
352-7512

Education/ Disabilities Services Manager

Job Requirements:

- ❑ Bachelors Degree in Early Childhood or Elementary Education. Master degree preferred.
- ❑ Teaching/ supervisory experience in a preschool setting. (Head Start experience preferred)
- ❑ Experience working with low-income families and children in educational settings with an understanding and knowledge of child development principles and appropriate practices
- ❑ Creative and positive attitude
- ❑ Ability to travel and work flexible hours

Job Description:

Under the supervision of the Director of Child Development Services, the *Education/ Disabilities Services Manager* will:

- ✓ Be Familiar with the *Performance Standards*, the *Program Plans*, and all program policies and procedures AND assure the Head Start Performance Standards and Education Plan are developed and carried out in partnership with staff and parent input.

In addition, will:

- ✓ Supervise the classrooms and education staff: Schedule regular visits to each classroom. Evaluate teaching staff performance, the daily program, and classroom activities on a regular basis. Provide guidance and training to staff in appropriate early childhood principles and practices.
- ✓ Responsible for the orientation of new teachers and teacher assistants in supervision with classroom management, curriculum implementation, individual education plan and continuing education.
- ✓ Design and implement professional development plan for teaching staff
- ✓ Establish and maintain curriculum advisory committee
- ✓ Participate in program budget process and be responsible for tracking expenses for content area
- ✓ Update Education/ Disabilities Services Plans annually.

- ✓ Work with staff and parents in ongoing curriculum development: Insure that Pre-Service training and other In-Service trainings are planned and carried out as determined by overall program needs based on staff development needs assessments and in cooperation with other program personnel.
- ✓ Develop and utilize a written plan and system of monitoring and evaluating staff performances and classroom activities.
- ✓ Attend regular educational meetings and workshops in order to maintain linkages with education (LEA's) and other special needs groups that may assist Head Start in providing supportive services to enrolled children and families.
- ✓ Conduct monthly education services meetings/trainings.
- ✓ Assure required records are maintained and updated, including child evaluations, observations, and home visits by the Education Staff.
- ✓ Assist all staff to develop cooperative family partnerships.
- ✓ Support education staff in their efforts to assure parents are involved in their children's education by encouraging their participation in home visits and parent-teacher conferences as well as other planning and program evaluation activities.
- ✓ Maintain current inventories of supplies, materials, and equipment at each location and make recommendations for replacements as needed.
- ✓ Prepare recommendations for purchases of instructional materials, education and disabilities resources and related equipment.
- ✓ Explore development of locally designed options/plans to address children's behavioral issues.
- ✓ Implement and supervise the Transition Program to kindergarten in partnership with Head Start staff, parents, and public school personnel.
- ✓ Supervise the tracking of children with IEPs and identified disabilities, as well as coordinated services with local school districts. Tracking of all child and family reviews.
- ✓ Perform other duties as needed.