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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Education Services Liaison

Status: Exempt

Department: Head Start Program

Date Approved: August 2016

Reports To: Head Start Director

Approved By: _____

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PRIMARY PURPOSE or JOB SUMMARY

To ensure the overall compliance in education, disabilities, mental health and nutrition services as governed by Head Start Performance Standards, state and federal mandates are applied to services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop annual work plans for education objectives and goals for staff. Organize staff and resources to carryout the approved plans.
2. Prepare required documentation, maintain an effective tracking system, and provide monthly and periodic reports as required by regulations.
3. Visit sites on a periodic basis, monitor progress of teachers and children via class-room observation and meetings. Provide guidance and assistance to teaching staff. Develop corrective action plans as necessary. Review files for completeness and perform required audits.
4. Verify credentials of staff and promote further formal education to staff at all levels within assigned components.
5. Represent the program within the community, attend meetings, speak at functions, etc., to communicate Head Start's purpose and progress.
6. Ensure that the Education Advisory Committee meets two times annually to review, evaluate and propose activities for program operations.

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7. Review requests for supplies, approve all purchase requisitions, and maintain an adequate inventory within budget guidelines.
 8. Approve timecards, leave slips, travel requests, etc., for employees under supervision.
 9. Assist the Staff Development Liaison and component staff in implementing needed/required training.
 10. Ensure orientation and training of employees within education components.

ACCOUNTABILITY

For monitoring the effectiveness of education component within Head Start.

SUPERVISORY RESPONSIBILITIES

Direct: 20+

QUALIFICATIONS

BS Degree in Early Childhood Education, Child Development, or a combination of education and experience commensurate with the job description.

Minimum five years work experience in a social services environment, previous supervisory experience required. Head Start work experience preferred.

Valid South Carolina Driver's License.

EQUIPMENT AND MACHINES

Personal computer.

WORKING CONDITIONS

Forty percent of time spent in the field.

ADDITIONAL COMMENTS

Must have ability to communicate with a variety of people, work independently, and maintain strict confidentiality of program data. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties.

This position assumes a team relationship with other program components and the performance of any other related duties.