



Mid Florida Community Services, Inc.
820 Kennedy Blvd.
Brooksville, FL 34601
Phone: 352-796-1425 Fax: 352-796-9952

POSITION TITLE:	Head Start Education Manager for Hernando and Sumter Counties
DEPARTMENT:	Head Start
SUPERVISED BY:	Deputy Director of Children’s Services

Wage: \$57,636.80/yr.

Benefits: Vacation, Sick, PTO, employer paid health benefits, 14 company paid holidays, 8% non-matching retirement, \$30,000 life insurance policy, and LTD.

\$1,000 sign on incentive until October 29, 2021.

Location: Brooksville, FL

Please apply online at www.mfcs.us.com

JOB DESCRIPTION

POSITION SUMMARY: Supervisory position responsible for overseeing, directing, and coordinating the Head Start/Early Head Start education services in Hernando and Sumter counties. Works in collaboration with the Volusia County Education Manager to ensure consistency of education services program wide.

ESSENTIAL JOB FUNCTIONS:

- Oversees and supervises the activities of employees that are responsible for the development, implementation and operation of education services and disabilities within both HS/EHS.
- Oversees and supervises the activities of employees that are responsible for both the development and implementation of both disabilities and Home-Based EHS services to include the Education Coordinator.
- Overall responsibility for developing, implementing and monitoring program plans and policies and procedures for education and disabilities services in accordance with federal, state and local regulations, including the Head Start Performance Standards, applicable transmittal notices and other administrative orders/directions.
- Approves hiring of education staff for EHS and HS in both Hernando and Sumter counties, disabilities staff for EHS and HS, and for EHS Home Based services coordinating with Human Resources and Administrative Assistants to assure all new employee documentation is accurate and complete.
- Assures education services new employee orientation is conducted for all new employees in a timely manner in coordination with the Education Manager for Volusia County.



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- Develops implements and monitors adherence of measurable School Readiness goals and objectives to support and assure program success; utilizes Creative Curriculum and TS Gold to assure individualized instruction and improve classroom practice. Utilizes Partners for a Healthy Baby Curriculum for EHS Home-based services.
- Approves educational purchases of materials, supplies and equipment for the EHS program.
- Provides training, assistance and communication to staff on a regular, on-going basis on policy, procedures, performance standards/best practices, operational guidance and work performance.
- Researches, recommends to policy groups and assures implementation of researched based, developmentally appropriate curricula to meet needs of children and families. Assures curricula comply with local, state and federal standards.
- Assures parent input is incorporated in the development of curricula and education plans.
- Oversees and supervises the coordination of children's developmental screenings and evaluation services in coordination with community partners and outside professionals.
- Oversees and supervises work of Disability Services Coordinator to develop and implement appropriate strategies to meet each child's individualized needs; assuring that the education staff is provided with activities and classroom strategies to meet each child's individualized needs; and assuring that documentation of the child's progress/services is consistent with services provided and kept in the child's individual file and ChildPlus.net.
- Communicates and collaborates with local education agencies (LEA) and outside providers to assure appropriate policies are developed and implemented to ensure service delivery for children with disabilities.
- Provides reports on activities, expenditures, and outcomes within the HS/EHS education and HS/EHS disability service areas for management analysis and needed action.
- Prepares, conducts and assists with training for parents.
- Participates in community committee work as needed to enhance HS/EHS program operations.
- Oversees safety compliance and assures licensing standards of EHS/HS facilities are met in coordination with Maintenance Supervisors Child Development Specialists, and the Quality Assurance Team.
- Develops, implements, and monitors service agreements/contracts to assure delivery of education and disability services to children.
- Reviews invoices for accuracy and forwards to Deputy Director of Children's Services for payment approval.
- Works with education and disability services team members to assure integration with other service area teams.
- Assures accuracy and approves subordinates' timecards and submits documentation to human resources and finance departments.
- Disseminates local, state, federal, and agency information to subordinates as needed.
- Actively participates in center/classroom activities, parent meetings and annual parent activities as



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requested.

- Acts as an advocate and role model for HS/EHS families. Recruits children for the programs.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the HS/EHS programs.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance HS/EHS programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff.

JOB STANDARDS:

Education: Bachelor degree in Early Childhood Education/Child Development or related field from an accredited college or university.

Experience: Five years of experience in administering child education programs. Three years of supervision/management experience.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 30lbs) are occasional.



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Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of federal, state and local Head Start/educational/childcare laws, regulations, practices and standard operating procedures. Knowledge of organizational methods. Skills in completing work with a high degree of accuracy. Skill in developing policies, procedures and/or systems for implementing programmatic functions. Ability to evaluate programs and situations and make decisions for improvement. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people, including supervisors, subordinates, coworkers, parents and children, and community contacts. Knowledge of effective supervisory skills and methods. Ability to analyze and interpret data. Ability to use and operate a computer. Skills in public speaking and public relations. Skills in customer service and dealing with irate individuals and problem solving. Ability to work with children with special needs. Knowledge of disability and mental health issues and practices. Ability to oversee, review, and coordinate the work of subordinates. Ability to prepare/create complex management and financial reports. Ability to maintain staff, child and parent confidentiality. Ability to make sound decisions in a crisis situation.

ENVIRONMENTAL JOB FACTORS:

Job Location: Primary location is the Head Start/Early Head Start facilities in Hernando, Sumter and/or Volusia counties. Travel within these three counties is typical with overnight stays. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

REVISION DATE: 06/01/2020	W/C CODE: 8810	FLSA STATUS: Exempt
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