

Harney Education Service District

Job Description

The Early Childhood Center

Job Title: Education Manager / Health & Safety Manager

Department: Education, Health & Safety

Reports To: Director

Summary: Under the supervision and direction of the Director the Education Manager / Health and Safety Manager

provides oversight and direction for the educational staff and health and safety for staff and students.

Essential Duties & Responsibilities:

- Promotes school readiness by providing technical assistance, mentoring, and coaching and training to the educational staff. Provide ongoing quality assistance and improvement for educational staff. Provides ongoing quality assistance to address children's challenging behaviors and needs.
- Provide guidance and support to staff with implementation of curriculum and assessments. CLASS Observations.
- Provide support and coordination for children's transition plans to kindergarten.
- Part of the management team.
- Develops, prepares, coordinates and maintains relevant meetings, training and professional development activities as assigned by the Director.
- Assures all Head Start performance Standards are met and policies and procedures are carried out.
- Supervise input of TS Gold observations and check points.
- Complete the onboarding process with new hires. Ensure Professional development plans are in place. Ensure staff qualifications and training requirements are met.
- Plan, anticipate and adjust work schedules to meet changing or emergent program requirements.
- Submit annual performance evaluations in a timely manner
- Keep accurate records of all activities within the Education / Health & Safety Departments.
- Plan screening dates, manage immunization records, parent engagement in health, input data in Child Plus.
- **Other duties may be assigned**
- **Supervisory Responsibilities:** Supervises teachers and teaching assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- **Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own

interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Delegation - Sets expectations for teachers and teaching assistants and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes teachers and teaching assistants in planning, decision-making, facilitating and process improvement; Takes responsibility for activities; Makes self available to teachers and teaching assistants; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Cost Consciousness - Works within approved budget; Conserves program resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds program values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Supports affirmative action and respects diversity.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in a timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Education and/or Experience: Bachelor's degree in Early Childhood Education or a related field. At least 2 years experience working with children. Valid driver's license.

Computer Skills: To perform this job successfully, an individual should have knowledge of word processing software.

Certificates, Licenses, Registrations: Food Handler's Card, First Aid/CPR, Background Check/Fingerprinting-These all may be obtained upon hire. Valid Driver's license.

Other Qualifications: Must be willing to upgrade skills through workshops or college classes.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to stand; walk and talk; occasionally required to sit; climb, stoop, kneel. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Application Procedure: Submit the following items to:

Kaydee Wall, Director
The Early Childhood Center
655 W Fillmore Street Burns, OR 97720
Phone: 541-573-6461
Email: wallk@harneyesd.k12.or.us

- A letter of interest that addresses how you meet the specific qualifications for the position
- A current resume
- Completed Harney ESD Application - <https://harneyesd.k12.or.us/employment/>

Please contact Kaydee Wall with questions regarding the application process or for additional information.