

24. Supervises implementation of developmentally appropriate curricula and assists teachers in developing individual's curricula.
25. Coordinates and tracks developmental screenings of all participants.
26. Monitors reporting system and reporting of the teachers to include but not limited to: anecdotal reports, lesson plans, individualized child plans, individualized child assessments and child outcomes.
27. Attends and participates in staff and parent conferences with teachers and program coordinators, as requested.
28. Implements the Individual with Disabilities Education Act (IDEA) regulations.
29. Facilitates integration of the program between Community Action Partnership and Mott-Regent Public Schools.
30. Attends the Individual Education Plan (IEP's) for program participants, as needed.
31. Responsible for Kindergarten transition activities and information for Head Start families.

C. SUPERVISORY RESPONSIBILITIES:

1. Assists with Human Resource activities related to educational staff to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Supervise staff performance and progress within the department and completes performance evaluations in a timely manner.
3. Supervises educational staff by clarifying expectations, level of authority, accountability and responsibility.
4. Completes performance evaluations in a timely manner for Head Start Teachers and Teaching Assistants.

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. BA/BS in early childhood education or coursework equivalent to a major relating to early childhood education.
2. Two years full-time experience teaching preschool aged children.
3. Past supervisory experience.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Experience in planning, and presenting workshops, group informational presentations and media packets/recordings.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Proficient with computers and software to include Windows, Internet and Microsoft Office software and other office equipment.
10. Current CPR and First Aid Certification within one year.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor in controlled and uncontrolled environments. High stress situations. Position may require the need to work non-traditional work hours.