



**Job Announcement**

<b>Position:</b> Asst. Director of Educational Services	<b>Department:</b> Head Start
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 15	<b>Compensation:</b> \$60,298 - \$90,446
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> January 9, 2023	<b>Closing Date:</b> Until filled

**Summary of Job Description:**

The Assistant Director of Educational Services reports directly to the Director of Educational Services. This position is responsible for the day-to-day operation of Head Start and Early Head Start programs in the absence of the Director of Educational Services. The Assistant Director of Educational Services serves as a site coordinator for all Early Head Start or Head Start Centers and partnership sites. Work is of a nature that requires extensive development, training and evaluation of staff and parents regarding educational programs and curriculum, to include students with special needs and with behavioral plans; the capacity to aid teachers in the implementation and adaptation of curricula to the group. Assess individual needs of children in centers and develop, revise, implement, and monitor written component plans.

**Summary of Requirements:**

**Bachelor’s degree** in Early Childhood Education, education, **or** a related degree in equivalent coursework, **and** four (4) years teaching experience in a preschool classroom. Four (4) years of experience in the Mental Health Service or Special Education field required. Experience in personnel management is required. Working experience and knowledge in Head Start and Early Head Start, and non-profit setting is preferred. Must have a demonstrated successful track record in managing services and programs, and achieving program deliverables and outcomes, and program compliance. Experience in program implementation desired. Must be able to interpret and train others regarding federal and state regulations. Must be able to develop, coordinate, and follow through on projects. Must have strong/excellent writing skills. Good math and analytical skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times.

**Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

**Responsibilities and Duties:**

Ensure compliance with all Education and Early Childhood Development Performance Standards, to include the Blueprint for Maryland requirements

- Thoroughly review the Head Start Performance Standards relating to the education and early childhood development work plan.
- Develop goals, objectives, and strategies to ensure that these standards are implemented.
- Cross-reference the Performance Standards with Teachers, central office staff and Policy Council.
- Lead the selection of a curriculum with staff and parents.

Coordinate State Accreditation of all Classrooms.

- Provide orientation for the State Self-Assessment.
- Provide technical assistance to classroom staff.
- Submit final accreditation package and program improvement plan to Maryland State Department of Education.
- Attend State and center accreditation meeting.

Provide component orientation and training to staff and parents.

- Attend center parent committee meetings as requested to provide an orientation to parents on the education component.
- Develop training plans for teachers and teacher assistants to include:
  - Developmentally appropriate practices.
  - Curriculums, including creative curriculum, MMSR.
  - Social/emotional development and behavior management techniques.
  - Assessment and individualization, including Work Sampling.
  - Classroom structure and lesson planning.
  - Blueprint for Maryland teaching tier requirements
- Lead the School Readiness Leadership Team and maintain documentation and required paperwork.

Monitor the effectiveness of Education and Early Childhood Development throughout the program.

- Observe each classroom, within 30 days for new Teachers, within 90 days for returning teachers.
- Maintain documentation regarding classroom observations.
- Clarify recommendations and expectations for improvement.
- Coordinate with the Director of Educational Services for follow-up observations to ensure needed changes have been made.
- Develop tracking systems for monitoring EECD services.
- Review education files for quality of Individual Child Plans.
- Report results and concerns to Director of Educational Services.

Coordinate with Director of Educational Services to assure that Education and Early Childhood Development services are implemented at each center.

- Review EECD policies and processes at central office staff meetings.
- Participate in Content Area Team (CAST) meetings for each county to review child and classroom concerns.
- Participate in the program self-assessment and program improvement plan.
- Participate in developing and implementing strategic plan goals, objectives, and strategies.
- Submit requested monthly data and reports.
- Monitor fiscal allocations and oversee classroom purchasing.

Collaborate with other agencies to ensure optimal services for children.

- Establish collaboration with the early childhood specialist in each county school district.
- Attend early childhood coordination meetings in each county.
- Sit on advisory boards as possible.
- Establish collaboration with the Child Find and special needs services coordinator in the county school district.
- Assist in developing MOUs with the school district to clarify coordination with Child Find and special needs services.

- Attend early childhood coordination meetings.
- Plan and conduct three Education/Disabilities advisory meetings annually.
- Collaborate with public school staff to facilitate a smooth transition of children with special needs and their parents into the school system.

#### School Readiness Plan

Review and/or revise disability and mental health component plan annually and obtain approval of Policy Council.

- Thoroughly review the Head Start Performance Standards relating to the disabilities and mental health work plans.
- Develop goals, objectives, and strategies to ensure that these standards are implemented.
- Cross-reference the Performance Standards and the work plans.
- Review the work plans and Performance Standards with teachers and Policy Council.

Ensure appropriate services and accommodations are provided for children with IEP's or behavior concerns.

- Observe each classroom as requested but at least twice each year.
- Develop behavioral plans for children.
- Assign special services aides, when available, to classrooms to support behavioral plans
- Attend and participate in monthly CAST meetings for each center.
- Serve as a resource person for parents and staff.
- Make home visits as needed.
- Provide training and support to staff and parents, including Brigance Screening process and Second Step curriculum.

Coordinate referrals to mental health professionals and Child Find for diagnosis and treatment.

- Develop and monitor contract with a mental health consultant annually.
- Refer children as appropriate and follow-up on referrals.
- Ensure appropriate staff attendance at all IEP meetings.
- Ensure that children receive needed services.
- Document changes in IEP's or services.
- Report disabilities and mental health referral and services data each month.
- Coordinate and track Brigance assessments.

Coordinate with Director of Educational Services to ensure that Disabilities and Mental Health services are implemented at each center.

- Review Disabilities and Mental Health policies and processes at central office staff meetings.
- Participate in CAST meetings for each county to review child and classroom concerns.
- Participate in the program self-assessment and program improvement plan.
- Participate in developing and implementing strategic plan goals, objectives, and strategies.
- Submit requested monthly data and reports.
- Monitor fiscal allocations.

Supervise Education Specialist, Teachers and Teacher Assistants, Program Coordinator-Health & Safety, Health & Safety Advocate, Center Director, and Nutrition Aides.

Other duties as assigned.

**Licenses or Certificates:**

CLASS Certification within six months of employment, medical administration/CPR/First Aid certified.

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

<b>Applications Accepted by Mail and Online</b>	
<b>Mail to:</b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b>Online at:</b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents: The following documents are required based on job:</b> In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. <b>Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.</b>	

*An Equal Opportunity/Affirmative Action Employer*

