



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Education Manager

Division: Early Childhood Services
Department: Head Start
Supervisor: Associate Director for Education

Job Mission:

The Education Manager provides leadership to classroom teaching teams in the 1) delivery and coordination of professional development; 2) education program development; 3) facilitation of interdisciplinary collaboration; and 4) administrative support. Outcomes of the Education Manager's work include exemplary early learning classroom quality, teacher-child interactions, and retention of staff.

Performance Standards:

1. Oversee and monitor curriculum implementation and fidelity, program and child outcomes, and classroom assessment. Assist in classrooms as needed.
2. Provides skill development, coaching and mentoring to education staff in one-on one or group settings. Participate in the ongoing training of all teaching staff, orientation of new staff, and provide technical assistance.
3. Responsible for the collection of data to support the program School Readiness Goals, Head Start Early Learning Framework and Head Start Performance Standards.
4. Carry out all other duties as directed by supervisor.

Qualifications:

1. Bachelor's degree in Early Childhood Education or related field with three years early education teaching experience.
2. Minimum of two years' experience working in an urban and/or culturally diverse setting and Head Start experience preferred.
3. Mentoring experience in an early childhood setting preferred.
4. Licenses required: Michigan Driver's License and reliable transportation.

Hours & Wage

\$758.80 per week (minimum)

40 hours per week, 46 weeks per year

Deadline to Apply

Until filled