



## Human Resources

Oakland Livingston Human Service Agency  
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### Education Manager

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

#### Job Mission:

To provide modeling, mentoring, coaching and training for teaching staff of the Head Start Program and or GSRP Program which includes children with disabilities. Monitor classrooms for best practice and quality implementation of curriculum. Performs duties as assigned, in accordance with the Health and Human Services, Administration for Families, GSRP regulations and State of Michigan licensing requirements.

#### Performance Standards:

1. Oversee that High Scope curriculum, Head Start Performance Standards and Early Learning Outcomes Framework (ELOF) are being implemented into classrooms.
2. Observes and documents classroom observations using the Classroom Assessment Scoring System (CLASS) and Program Quality Assessment (PQA).
3. Monitors screenings using the Ages and Stages Questionnaire (ASQ), Child Observation Record (COR) for quality, and lesson plans for quality.
4. Implement a researched-based, coordinated coaching strategy for education staff.
5. Models active supervision to teaching staff.
6. Carry out all other duties as assigned by supervisor.

#### Qualifications:

1. Bachelors of Arts/Science in Early Childhood Education/Child Development or Bachelors or Arts/Science degree with equivalent coursework in Early Childhood Education, per the Head Start Act.
2. Three (3) years experience working in Head Start, GSRP or Preschool. Head Start or GSRP experience preferred.
3. Must be able to meet physical demands of the job.
4. Valid Michigan Driver's License and reliable transportation required.

#### Hours & Wage

\$19.46 per hour (minimum)  
40 hours per week, 52 weeks per year

#### Deadline to Apply

Until filled