

NCO
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

I. POSITION TITLE:	EDM Manager I/II
II. PROGRAM:	Head Start Child Development Program
III. REPORTS TO:	Program Director
IV. SUPERVISORY RESPONSIBILITY:	Yes
V. FISA / IWC STATUS:	

VI. GENERAL DUTIES AND RESPONSIBILITIES:

Responsible for the development and implementation of Education, Disabilities and Mental Health Services Areas, which includes comprehensive, integrated services to Head Start children and families, as well as training and technical assistance to HSCDP staff. Responsible for ensuring a system for accountability and compliance in Education, Disabilities and Mental Health Service Areas. Provides leadership, supervision and works collaboratively with the EDM Team.

VII. JOB DUTIES AND RESPONSIBILITIES:

1. Supervises EDM Specialists. Provides leadership and ensures education, disabilities and mental health service area compliance for entire Head Start Child Development Program. Provides leadership for annual service area evaluations. Does so with the cooperation of parents, staff and community providers. Makes recommendations for changes to improve the operation of the service areas and the coordination between service areas.
2. Provides leadership in development and periodic revision of the Education, Disabilities and Mental Health service area plans as they relate to the relevant service areas. Provides leadership to develop and update policies and procedures related to EDM service areas.
3. Leads EDM Team in monitoring compliance with Agency, State and Federal regulations. Assists Area Team Supervisors and EDM Specialists in monitoring centers' compliance with Community Care Licensing Title XXII regulations and Head Start Performance Standards. Assures that EDM service areas meet or exceed Head Start Performance Standards. Provides leadership to the EDM Team to assist in the development and implementation of goals, policies and activities designed to implement the Performance Standards and their objectives as well as specific service area goals set forth by the PPC.
4. Monitors tracking of activities in service areas and monitors recordkeeping.
5. Provides leadership, in conjunction with Family Services Unit and ATS Team, to recommend staff members to serve as liaisons with public community organizations that provide services within the scope of service areas and to recommend staff members to serve as representatives for the program to the communities in Lake and Mendocino County. Develops contracts and agreements as necessary.
6. Provides leadership, in conjunction with Family Services Unit, to ensure mental health requirements are met including child observations, child study teams, and staff and parent consultations with a qualified mental health consultant.
7. Guides EDM Team in identifying and providing training and technical assistance to Managers, site staff and parents in the areas of early childhood curriculum, child development, disability services, mental health, and child outcomes.
8. Works closely with Senior Management Team and consultants in meeting program goals and providing beneficial experiences for families.
9. Provides leadership for preparation of reports on a regular basis for the Program Director as needed to account for activities in the services areas and the results being achieved in the program.
10. Guides EDM Team in identifying staff training needs and providing training to HSCDP staff as well as parents.
11. Maintains necessary records for the Education, Disabilities and Mental Health Service Areas.
12. Provides leadership, in conjunction with Family Services Unit and ATS Team, to identify liaisons to School Districts to promote collaboration and communication between agencies.
13. Within budget constraints, guides EDM Team in ordering supplies and equipment that allow for the proper functioning of the program in the service areas.
14. Attends meetings of EDM Team, Executive Management Team, Senior Management Team and Coordinating Team.
15. Maintains confidentiality at all times.
16. Attends meetings, trainings and conferences as necessary.
17. Responsible for generating, collecting and documenting In Kind.
18. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
19. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.

20. Work Habits:
 - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Able to stay focused on the job.
 - Takes pride in creating a good work environment.
 - Treats co-workers and clients with respect.
 - Represents the agency/program to the community in a positive light.
 - Dresses appropriately for the job.
21. Other duties as assigned.

VIII. JOB QUALIFICATIONS:

EDM Manager I

1. Bachelor's Degree in Early Childhood Education or related field and at least four years experience working with children and families in an early childhood program.

EDM Manager II

1. Master's Degree in Early Childhood Education or related field and at least four years experience in an early childhood education program.

EDM Manager I/II

2. Willingness to acquire necessary training. Computer literacy preferred.
3. Education training and experience in the theories and principles of child growth and development (birth to five), early childhood education, and family support; disabilities training and experience in securing and individualizing needed service for children with disabilities; mental health, behavior support and guidance training.
4. Must meet the qualifications for classroom teachers, as specified in section 648A of the Head Start Act, and any subsequent amendments regarding the qualifications of teachers.
5. Must hold a Child Development Teacher Permit.
6. Experience in identification of staff training needs. Ability to work effectively with adults, train staff, and work with parents and children. Demonstrated leadership ability.
7. Ability to work cooperatively with other educational agencies.
8. Spanish bilingual desirable.
9. Ability to communicate effectively, both verbally and in writing with co-workers, community providers, and persons of various cultural/economic backgrounds.
10. Self-motivated, open, flexible, and willing to work cooperatively with staff and parents to ensure a program that will benefit all. Ability to organize, prioritize and manage duties with minimal supervision. Willingness to work as a team member.
11. Ability to accurately collect, analyze and maintain data.
12. Knowledge of Head Start Performance Standards and Head Start experience desirable.
13. Ability to work flexible hours for weekend or evening activities as needed.
14. For work-related driving, must have a valid driver's license, verifiable good driving record and access to a vehicle with insurance that covers the employee as a driver.
15. Must successfully complete pre-employment physical and T.B. clearance at time of employment and every four years thereafter.
16. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds using ergonomic safety guidelines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
2. The ability to travel during the day and/or night, sometimes long distance is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee occasionally works near moving mechanical parts, computers and computer printers, telephones and other similar electronic office equipment.
2. The noise level in the work environment is usually moderate.
3. Interaction and contact with outside agencies is a regular aspect of this job.

N.C.O
413 N. State St
Ukiah, CA 95482

Head Start Education/Disabilities/Mental Health Manager – Ukiah

\$ 4,146- \$ 4,333/mo, 40 hrs/wk, 12 mo/yr

Paid holidays, vacation & health leave. Eligible for benefits after full 3-month waiting period Retirement: 403(b) Plan-immediate eligibility; SEP-IRA upon qualifying

Interested applicants must complete an NCO employment application. Applications not filled out in full will not be considered for interview. A resume is desirable but is not a replacement for any part of the application form.

Applications accepted until **5:00 PM** on **8/9/10**. Postmarks not accepted. Mail or deliver to NCO, 413 North State Street, Ukiah, California 95482. FAX: (707) 467-3213.

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.
Minority, disabled, and older individuals are encouraged to apply.

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION
A COPY OF TRANSCRIPTS**

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements. **Over** 
