



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Education and Disability Manager	Education	Childcare Director
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	6/1/2021

POSITION SUMMARY

The Education and Disability Manager provides professional expertise in Early Childhood Education. Assists agency with consultation, training, policy and procedure development, and statewide agency collaboration. Assists in setting, clarifying and communicating disabilities service standards and laws to staff and parents, when required or requested. This position focuses on the oversight and implementation of high-quality educational services in addition to a commitment to diversity and equity to ensure inclusion in all areas of educational settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment
- Assures compliance with the Early Learning Standards
- Demonstrated experience in leadership role in education
- Establish Education Agency Agreements and Memoranda of Understanding with local Early Intervention Programs.
- Demonstrated experience working with adults in training, coaching, and professional development
- Trains teaching staff and collaborates with supervisors in effective techniques for training in such areas as those concerned with new employee orientation, specific on-the-job training, apprenticeship programs, health and safety practices, public relations, refresher training, promotional development, upgrading, retraining, and leadership development
- Conduct research for new ideas, programs, approaches and techniques
- Participate in the development of new director, teacher and family programs, educational components and quality assessment initiatives
- Develop and evaluate a wide variety of written materials for distribution including innovative classroom curricula, newsletters, guides and resources (print and internet-based), communications, concept activity books and more
- Supervise management functions for childhood development, education, and disabilities services. Monitor and track the delivery of services, providing proper outcomes reporting. Develop and revise program policies and procedures as needed
- Designates training procedures, utilizing knowledge of effectiveness of such methods as individual training, group instruction, lectures, on-the-job training, demonstrations, conferences, meetings, and workshops
- Assist Childcare Director in the coordination of the OR Quality Rating and Improvement System (QRIS) and the WA Early Achievers certifications and renewals.

- Perform other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in early childhood education, Early Childhood Development, Social Work, Human Development or related field required.
- Three years of related experience or relevant coursework.
- Good oral and written communication skills in English with a preferred fluency also in Spanish, Russian or another language that meets community/department's needs.
- Current Driver's license, insurance, and access to a reliable automobile during work hours
- Extensive knowledge of early childhood development principles and developmentally appropriate educational practices.
- Ability to collaborate and communicate with administrators, teachers, and support staff in a positive and constructive way.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children's Center is an equal opportunity Provider.

FOR OFFICE USE ONLY

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____