

Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board



Job Information

Job Title: Early Childhood Education Manager-Head Start

Program Name: HRDC Head Start

Location of Job: Bozeman and surrounding communities

Hours/week: 40

Wage/Salary: \$70,000

Job Description:

This position works with the ECE Director to support the planning, development, coordination, implementation, and provision of educational services for the HRDC Early Childhood Education program. The Education Manager collaborates with various professionals, school districts, and community partners to ensure comprehensive educational services for children that align with MT Early Learning Standards and Head Start Early Learning Outcomes Framework. They also ensure inclusivity for children with disabilities and dual language learners along with managing non-Federal share donations. The education manager is responsible for assisting in grant development, maintaining records, staff and classroom scheduling. They lead Site Supervisors, assist in hiring and orientation, oversee screening events, and ensure compliance with State Licensing Requirements and Head Start Performance Standards.

Job Requirements

Education:

A Bachelors degree or higher with an emphasis in Child Development, Early Childhood Education, or a related field which includes the 24 credit core in Early Childhood Education

Experience:

Two years supervisory experience preferred
Five years teaching experience in early childhood education.
Experience within a Head Start Program preferred
Experience with the Pyramid model of Social Emotional Support
Demonstrated experience in working with children and adults from diverse socioeconomic (especially low-income), educational, and ethnic backgrounds
IDEA and Children with Disabilities
Creating structured curriculum
Developing training
Data collection and analysis

Other Requirements:

Application Requirements

Application Requirements:

The following physical, mental and emotional abilities are considered essential to perform the duties listed above:
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds
The incumbent must be able to perform multiple tasks simultaneously, must be able to work under time and/or deadline pressures.
Incumbent must pass a physical exam which results in signed documentation from a health care provider, stating the person is free of communicable diseases by employment date
TB Risk Assessment with follow up examination if positive risk factors are presented
Current Tdap and proof of MMR vaccination
Satisfactory results from FBI criminal background check, Child Abuse/Neglect & Sex Offenders Registry check, Motor Vehicle Driving Record check, as required by Head Start Program Performance Standards and State of Montana Child Care Licensing regulations

Application Deadline: August 1st

Contact Name: Sandy Stavig

Contact Phone: 406-585-4871

Contact Email: sstavig@thehrdc.org

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**