

Head Start is accepting applications for a Program Manager to supervise the classroom sites in Hibbing and Chisholm. Position is located in Virginia. Apply by July 28, 2017. Starting wage: \$21.12/hr. Please apply at: www.aeo.org/Careers Tab/View All Jobs/Head Start. AA/EOE

Program Manager I

The Program Manager oversees the implementation of the educational services provided to promote school readiness for the children and families enrolled in our Head Start program.

Duties and Responsibilities:

- Participates in Interdisciplinary Team planning and implementing program goals/plans
- Maintain compliance with Head Start Performance Standards and Minnesota Rule 3 licensing requirements
- Analyzes and compiles data and reports progress on school readiness goals
- Hires/supervises/trains/coaches/mentors/evaluates staff, supporting daily responsibilities of preschool staff
- Develops and implements training plan for all teaching and classroom staff
- On-going monitoring of site compliance, screening/curriculum/child outcomes/and on-going assessment
- Participates in team staffing/case management of children and families
- Coordinates with Family Services Manager to organize and implement parent meetings/trainings/involvement plan
- Inventories, monitors, and orders site consumable supplies, materials, and equipment
- Participates in program self-assessment/strategic planning/community needs assessment
- Actively participates in interagency community boards and committees

Qualifications:

- Minimum of a Bachelor's or advanced degree in Early Childhood Education
- Current Minnesota teaching license, Birth-3rd grade, Pre-K, Pre-Primary, ECSE, or able to obtain
- Administrative and supervisory experience
- Computer/technology skills
- Valid driver's license and access to transportation
- Ability to pass background study

Needed Attributes:

- Awareness of, sensitivity to, and ability to work effectively with teaching staff in addressing the needs of children and families from a variety of social, cultural, and economic backgrounds.
- Self-starter, with strong organizational and management skills.
- Ability to effectively work independently and with a team.
- Ability to communicate effectively, both verbally and in writing.
- Advocates for high standards of quality in early childhood education and the safety of all children.