



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Education Manager
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Lenape Early Learning Center Director

GENERAL DESCRIPTION:

The Education Manager promotes the School Readiness of the Delaware Tribal Head Start Program by providing technical assistance, mentoring, and training to the staff, agency, and parents/families. Planning children's readiness to learn involves culturally responsive, integrated service delivery of child development, disabilities, and mental health that supports learning environments. To enhance children's cognitive, social, and emotional development and promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning. Ensures monitoring, agency collaboration, and tracking of education services.

QUALIFICATIONS:

- Degree minimum of an associate's in early childhood education or child development/School Age OR CDA, COM, or any combination of experience and learning considered with PDP
- 8,000 clock hours (4) years working with young children (birth to 8 years) as a caregiver, teacher, social worker, or similar role.
- Fifty (50) clock hours of professional growth for adults within the last three years. (ex., Staff meetings, parent meetings, local presentations)
- Knowledge and experience in Early Head Start/Head Start programs
- Must have experience in program planning, budgeting, and management
- Requires a high level of personal integrity and ethics
- Requires a high level of problem-solving and organization skills and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Requires a high level of confidentiality and flexibility.
- Requires excellent verbal and written communication skills

DUTIES AND RESPONSIBILITIES:

- Supervising and working closely with the Director to assist with hiring, evaluation, annual training, and ensuring that EHS Standards are met.
- Lead the EHS curriculum management team in defining goals, objectives, and program activities that are developmentally appropriate and meet children's individual needs.
- to operate/maintain/monitor Teaching Strategies Gold (TSG) and ChildPlus software systems.
- Works and interacts with peers as individuals and/or in team/group settings professionally.
- Facilitate ASQ Questionnaires and scoring
- Maintains up-to-date knowledge of new techniques and developments in early childhood by maintaining contact with others in the field (e.g., professional association and educational group members) and by reading outcome-based research materials.
- Provide ongoing quality assistance to address children's challenging behaviors and sensory needs
- Coordinates and evaluates the work of instructional teaching staff when assigned.
- Must share responsibility for the training of teaching staff in the center culture, communication, expectations, regulations, and safety of the children
- Works with Family Services to help guide the teachers and families when assistance is needed.
- Attend virtual and in-person training.
- Assist in having trainers come to the center and do a class.
- Ensure the program reflects the culture and values of the Delaware Tribe.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.