

## **ABOUT MACON PROGRAM FOR PROGRESS**

Macon Program for Progress is a Community Action Agency in Western North Carolina. For over 55 years. Macon Program for Progress has been an active community partner for low-income families in Macon County providing a 0 – 5 Head Start Program that includes NC-Pre K, Extended Day Childcare, Parents as Teachers and Pregnant Women. Head Start is a federally-funded childhood development program with a goal of increasing school readiness of young children by focusing on developmental domains.

## **POSITION OVERVIEW – Education and Disabilities Manager**

The Education and Disabilities Manager provides direction and oversight for Early Head Start / Head Start Education, Mental Health and Disability service areas. This position is responsible for the child development and education aspects of the program including school readiness, child outcomes and full implementation of the curriculum. Ensuring compliance with the Head Start Program Performance Standards and North Carolina Child care licensing requirements in accordance with policies, procedures and the philosophy of the MPP Board of Directors as well as the Policy Council.

## **QUALIFICATIONS**

- Baccalaureate or advanced degree in early childhood education; or a baccalaureate / advanced degree and equivalent coursework in early childhood education with teaching experience.
- Five or more years of related experience and / or training is preferred.
- NC Early Childhood Credential, preferred.
- NC Early Childhood Administration Credential Level 3, preferred.
- Playground Safety Certification, required.
- CLASS Reliability Certification, required.
- Excellent communication skills with adults and children.
- Proficiency with Microsoft Office programs including Word & Excel.
- Valid Driver's License.
- CPR and First Aid Certification at hire or within the first 6 weeks of hire, training provided.

## **RESPONSIBILITIES**

- Develops and updates the early childhood education plans, school readiness plans, Head Start Policies and Procedures; implementing and consulting with the Head Start Director and Integrated Team.
- Ensures the curriculum and assessment tools are research based, culturally and linguistically appropriately aligned with School Readiness Goals.
- Assists with yearly updates of parent materials.
- Demonstrates knowledge and education in child mental health, needs of children with challenging behaviors, at risk, gifted and culturally diverse populations.
- Assist in the development of individualized educational plans and transition plans to meet the needs of each child.
- Develops annual training plan to submit to NCDCDEE.
- Serves as a mentor to classroom staff and subordinates.
- Develops and implements a process of on-going monitoring; including regular observations of the facilities ensuring compliance with requirements that support achievement goals and objectives.

**BENEFITS & COMPENSATION**

- Paid continuing education & training opportunities.
- Affordable Medical, Dental, & Vision insurance eligibility after 60 days.
- Life Insurance
- Supplemental insurance coverage options available; such as additional life insurance, cancer, accident, etc.
- Matching 401k retirement plan
- 11 paid Holidays
- Annual and Sick Leave Accruals

Macon Program for Progress is an Equal Opportunity Employer. In accordance with the Head Start mandate, COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.