

**REANNOUNCEMENT
HEAD START/EHS SPECIALIST – REF. # 8020
EARLY HEAD START PROGRAM**

Qualifications: Master's Degree in Early Childhood Education, Special Education, Child Development or related field. Five years supervisory experience required as well as direct service experience. Knowledge of theories of child growth and development, early childhood education and family support. Must have excellent organizational, oral and written communication and supervisory skills. Must be able to monitor, plan, direct, administer program operations, functions activities, services and staff in the area of EHS Child Development Services. Must provide leadership and supervise area specialists in the areas of Family and Community Partnerships and Health Services.

Performance Expectations: Provides direction and leadership for the areas of EHS Child Development, Family and Community Partnerships and Health Services. Develops and maintains a system for tracking all activities in the areas of EHS Child Development. Develops forms necessary to expedite record keeping and to facilitate the implementation of the EHS Child Development. Provides guidance and supervision to Early Head Start teaching staff and model appropriate techniques for working with infants & toddlers. Conducts regular observations of staff (Infant/ Toddler (I/T) Caregivers and I/T Home Family Educator) performance and classroom operations and provide feedback to staff. Reviews daily schedules and assists the EHS teaching staff in achieving a balance of activities in the classroom. Reviews EHS weekly lesson plans to ensure that they reflect an understanding of the curriculum, individualization and coordination of other service areas. Conducts regularly scheduled meetings with EHS instructional staff. Conducts monthly EHS center based classroom observation and bimonthly home visit observation and provide feedback to staff. Develops and updates the annual Child Development Services Plan in conjunction with service area specialists, Policy Council, parents and staff. Develops and oversees the transition activities (transition in and out) for EHS/HS families. Prepares and submits monthly progress reports to the Coordinator of Head Start and the Program Monitor and identifies progress in achieving program goals. Interviews and participates in the selection of new staff and provides orientation to new employees to familiarize them with the goals and objectives of the program. Evaluates Infant/Toddler (I/T) Caregivers and the I/T Home Family Educator and provide feedback. Reviews child/family files in the areas of (EHS) child development. Ensures that all developmental and behavioral screenings are conducted within the 45-day mandate. Ensures that all health screenings are conducted within the 45-day mandate. Identifies training needs that results from program evaluations and on going monitoring of service areas. Ensures that each center conducts a parent meeting on a monthly basis. Performs all other duties as assigned.

REPORTS TO: Coordinator, Head Start

SALARY/LENGTH OF CONTRACT: Grade 17, \$51,994 - \$81,650 depending upon education and experience. This is a twelve-month position with excellent benefits.

HOW TO APPLY

RPS Employees: Submit the following information: (1) a letter of interest/Ref. #8020 (2) a current resume and (3) three professional letters of reference, to Ellen Mooradian, Human Resources Department, Richmond Public Schools, 301 North Ninth Street, Richmond, VA 23219.

Outside Applicants: Submit the following information to the address above: (1) a RPS employment application, access www.teachrichmond.com and use Ref. #8020, (2) a letter of interest/Ref. # 8020, (3) a current resume and (4) three professional letters of reference. **We will not consider applicants who do not meet the minimum qualifications of the position or who fail to submit all requested information by the application deadline date.** Richmond Public Schools will conduct a background investigation, which includes references, fingerprinting and drug testing as a condition of employment. EOE.

APPLICATION DEADLINE: OPEN UNTIL FILLED