



# **City of Phoenix**

## **HEAD START EDUCATION SPECIALIST**

**JOB CODE 07670**

Effective Date: 05/93

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to provide training for all Head Start teaching personnel, develop program curricula, and provide educational resources for staff and parents. Responsibilities include establishing and maintaining a communication and reporting system for purposes of monitoring, evaluating and improving the education component of the Head Start Program. Supervision is exercised over Head Start Program Assistants and contracted training consultants. Policy guidance, program objectives and general supervision are provided by the Head Start Program Coordinator, but the incumbent exercises considerable independence in determining methods and procedures. Performance is evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Develops and administers programming, reporting and assessment systems to assist Head Start centers in meeting performance standards;
- Develops educational program curricula and the annual Head Start Education Plan in conjunction with teaching staff, parents and other center staff and in accordance with established policies and procedures;
- Plans and implements educational training for staff, parents and others involved in the Head Start Program;
- Reviews and evaluates existing programs in conjunction with parents, council members and staff to ensure compliance with performance standards and regulations;
- Evaluates teachers and assistants to ensure that component goals and objectives are monitored and achieved;
- Conducts regular visits of Head Start centers to observe classroom activities, provide on-site consultation, determine training needs of educational personnel, and to inspect facilities for compliance with health, safety, fire and occupancy regulations;
- Develops and implements a communication system that provides a means of transmitting information to Head Start centers about new teaching methods, teaching techniques and other information relevant to preschool education;
- Serves as a liaison and works with community agencies and organizations associated with the Head Start Program;



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- Supervises the work of Head Start Program Assistants and contracted training consultants;
- Develops equipment and materials purchasing plan according to program needs;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and techniques of preschool education.
- Principles and practices of training and supervision.
- Techniques of research and evaluation of teaching methods for children of preschool age.
- Rules, regulations and ordinances of Head Start.

Ability to:

- Communicate in the English language by phone and in person in a one-to-one or group setting.
- Make in-person visits to classrooms and other facilities in various locations throughout the community.
- Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from written material.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Review or check the work products of others to ensure conformance to standards.
- Perform a broad range of supervisory responsibilities over others.
- Work cooperatively with other City employees and the general public.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to



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drive a City vehicle or if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of preschool teaching experience including curriculum development and program evaluation, and a bachelor's degree in early childhood education, child development or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.