



Pittsylvania County Community Action, Inc.

Job Announcement

Job Title: Education Manger
Department: HEAD START
Supervisor: Head Start Director
FLSA Status: Exempt
Location: Pittsylvania County
Compensation: BOE (43 weeks, full-time w/benefits)

General

Responsibilities: The Education Manager is responsible for supervising of teaching staff, implementation of curriculum, child assessments and reporting outcomes for 13 classrooms. The Education Manager must assure compliance with Head Start Performance Standards. They must also coordinate with other management staff.

Qualifications: A baccalaureate or advance degree and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool age children. Must have good interpersonal skills, organizational skills, and Communication skills (written/oral). Ability to work cooperatively and collaboratively with other staff, parents and persons from a variety of ethic, educational and socioeconomic backgrounds. Good computer skills. Must be able to complete & aggregate data.

Requirements: CPR/First Aid Certification
Must have a valid Driver's License and transportation.
Must clear criminal record check
Annual T. B. Screening and annual physical exam
Proof of credentials (Degree and related course work submitted with the application).
Three letters of reference submitted with the application.

Contact Person: Victoria Minton, Human Resource Director (434-432-8250), via email: vminton@pccainc.org

Human Resources Department
P.O. Box 1119
Chatham, VA 24531
Attn: Victoria Minton