



Community Care Network

Rutland Mental Health Services & Rutland Community Programs

Community Care Network is looking for a Manager of Education to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through a responsive, innovative and collaborative human service

About the Role:

The Manager of Education provides leadership and oversight for the education component of the Head Start and Early Head Start program. The position is responsible for curriculum implementation, school readiness, assessment systems, coaching, professional development, instructional quality, and continuous improvement efforts across all program classrooms. The Education Manager serves as the program's lead instructional leader and coaching coordinator and provides supervision and support to Education Supervisors. The position works collaboratively with program leadership to ensure high-quality educational services, positive child outcomes, and compliance with all applicable federal, state, and local requirements. The Education Manager may serve as the designated Program Site Director, as assigned, and is responsible for maintaining qualifications required under Vermont Child Care Licensing Regulations.

For best consideration, apply by July 10, 2026. This position is on-site and requires a person be able to reliably commute to Rutland, VT. The closing date to apply is July 15, 2026.

Responsibilities:

- Provide leadership for the planning, implementation, monitoring, and evaluation of educational services across all Head Start and Early Head Start classrooms.
- Supervise, support, and evaluate Education Supervisors and assigned education staff.
- Develop and implement a comprehensive coaching system that promotes continuous quality improvement, instructional excellence, and positive child outcomes.
- Provide individualized coaching, mentoring, and professional development to Education Supervisors and teaching staff.
- Conduct classroom observations utilizing approved monitoring and assessment tools and provide feedback designed to strengthen instructional practices, teacher-child interactions, and classroom quality.
- Support reflective practice through ongoing consultation, coaching, and data-informed decision making.

- Develop coaching plans and professional growth opportunities based on classroom observations, child outcomes data, program monitoring results, and school readiness goals.
- Facilitate professional learning communities, teacher collaboration meetings, staff development activities, and educational trainings.
- Coordinate onboarding, orientation, and instructional support for newly hired teaching staff. Lead implementation and monitoring of curriculum, assessment systems, school readiness goals, and educational initiatives.
- Monitor fidelity of Creative Curriculum, Teaching Strategies GOLD, Pyramid Model, Conscious Discipline, and other approved educational frameworks.
- Ensure alignment with the Head Start Early Learning Outcomes Framework and program school readiness goals.
- Lead kindergarten transition planning and collaboration with local education agencies and community partners.
- Collaborate with Disability Services, Mental Health, Family Services, Health Services, and other program staff to ensure integrated and comprehensive services.
- Analyze child outcomes data, assessment data, classroom quality data, enrollment trends, and other educational performance indicators to guide program improvement efforts.
- Develop reports and recommendations regarding educational services, school readiness, child outcomes, and continuous quality improvement initiatives.
- Lead educational planning and preparation for federal monitoring reviews, including Focus Area reviews and other Office of Head Start monitoring activities.
- Participate in self-assessment, community assessment, strategic planning, and grant-related activities. Ensure compliance with Head Start Performance Standards, Vermont Child Care Licensing Regulations, NAEYC standards, Public Pre-K requirements, and other applicable regulations.
- Maintain required educational records, reports, and documentation.
- Serve as the designated Program Site Director when assigned and ensure compliance with applicable licensing requirements.
- Attend trainings, conferences, meetings, and professional development activities as assigned.
- Perform other duties necessary to support the effective operation of the program.

Qualifications:

- A Bachelor's degree in Early Childhood Education or a closely related field is required.
- A Master's degree in Early Childhood Education, Educational Leadership, Child Development, Special Education, or a related field is preferred.
- A minimum of three years of supervisory and leadership experience in an early childhood education setting is required.
- Head Start and Early Head Start leadership experience is strongly preferred.

- Demonstrated knowledge of curriculum development, assessment systems, school readiness initiatives, coaching practices, and early childhood instructional practices is required.
- Strong knowledge of Head Start Performance Standards and Vermont Child Care Licensing Regulations is required.
- Demonstrated experience supervising staff, providing coaching and mentoring, leading professional development, and implementing continuous quality improvement systems is preferred.
- Experience preparing for and participating in federal monitoring reviews is preferred.
- Strong written and verbal communication skills are required. Demonstrated ability to analyze data, support continuous quality improvement efforts, and build effective educational teams is required.
- Successful completion of all required background checks is required.

Program Site Director Eligibility:

- The employee must meet, or be able to obtain, all qualifications necessary to serve as a Program Site Director under Vermont Child Care Licensing Regulations within six months of employment. When assigned, the employee will serve as the designated Program Site Director and assume responsibility for compliance with applicable licensing requirements.

Benefits:

- Competitive Salary \$63,000.00 - \$66,500.00 (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - 401(k)
 - 401(k) matching
 - Dental insurance
 - Employee assistance program
 - Flexible schedule
 - Flexible spending account
 - Health insurance
 - Health savings account
 - Life insurance
 - Paid time off
 - Professional development assistance
 - Retirement plan
 - Tuition reimbursement
 - Vision insurance

- Career Training and Development
- Collaborative and engaging team meetings with supervision

Our work is guided by our Core Values of Trust, Accountability, Respect, Cultural Competence, Person Centered Care, and Continuous Learning and Growth.

CCN is an Equal Opportunity Employer.