

# C.A.C.S. INC. HEAD START & EARLY CHILDHOOD PROGRAMS

## JOB DESCRIPTION

**Division:** Head Start  
**Job Title:** Education Manager – Compliance Specialist  
**Classification:** Professional  
**FLSA:** Exempt

### Job Summary:

The Education Manager / Compliance Specialist serves as the administrative and operational leader of a group of centers, and works collaboratively with the Associate Director to build a culture of excellence and accountability. Plans and staffs the Education component to effectively implement the educational services for enrolled children. Oversees the implementation of a comprehensive educational plan and curriculum following the Head Start Performance Standards, Child Care Licensing rules and regulation, and the local education plan. Provides monitoring oversight to assure that all centers in program are fully compliant with Head Start performance standards, state licensing regulations and CACS Integrative Service Plan and Policies and Procedures. Builds a program level team that effectively communicates to coordinate services and support, resolve compliance concerns in a timely matter and establishes a culture of excellence. This job description meets compliance 45CFR, 1302.102 (A-D)

### I. Job Requirements:

- a. Education and/or certification:
  - Master's degree or Bachelor's degree in Early Childhood Education or a related field with 12 semester hours in Early Childhood Education.
  - Three to five years and progressively more responsible experience in managing or supervising an Early Childhood program.
  - Obtain certification in CPR and First Aid.
- b. Must undergo and satisfactorily pass at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and CACS Policy and Procedures:
  - Criminal History Search
  - Child Abuse and Neglect Central Registry Clearance
  - Physical examination, Tuberculosis (TB) test and drug screen
  - Valid Michigan Operator License or State ID
  - Reliable transportation and ability to travel if needed.
- c. Must possess the ability to:
  - Keep current on professional licenses and certifications as needed.
  - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
  - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.
  - Have extensive knowledge in Microsoft Office, specifically Excel and Word, and broad proficiency with technology.
  - Must be able to quickly and clearly synthesize information.
  - Exceptional problem solving abilities.

### II. Professional Expectations:

- a. Maintain professional confidentiality.
- b. Attend all required meetings, conferences, trainings, etc. Overnight travel required.
- c. Adapt to a variety of situations.
- d. Assist with parent involvement efforts and activities and encourage family participation in the program.
- e. Personal appearance is neat and appropriate.
- f. Participate in annual Self Assessment and triennial Peer Review process.
- g. Maintain personal attendance as defined by Notice of Appointment.
- h. Accept responsibility for own words and actions
- i. Work at any site with any staff.
- j. Respect team, program, families and community members.
- k. Work openly and cooperatively in a team effort approach.
- l. Responsible to embody the CACS mission and values of: Follow-Through, data driven decision making, proactive problem solving, open communication and team work.
- m. Accept responsibility for team performance
  - Actively and consistently participates in team, parent, and other meetings.
  - Contributes ideas and efforts towards common goals

- Helps build and maintain positive attitudes, trust and team spirit

### III. Policy requirements:

- Follow all Head Start Program Performance Standards and all other federal regulations.
- Follow Michigan Child Care Licensing Regulations and all other state regulations.
- Adhere to CACS Personnel Policies and Procedures
- Adhere to CACS Program Manual and Mission Statement.
- Follow universal precautions.
- Accept responsibility for generating, documenting, and submitting in-kind to meet program requirements.

### Essential Functions (not exhaustive and may be supplanted)

#### IV. Communication and interpersonal skills:

- Open to suggestions and new ideas.
- Develop and implement in-service workshops and trainings for education staff.
- Meet with Associate Director of Preschools to provide operational data, share observations and concerns and evaluate the progress of the program and component.
- Work closely with other preschool managers to communicate the objectives and plans of the Education component and agree on methods and procedures for integrating activities.
- Work closely with the appropriate Policy Council committee to provide information concerning component plans and progress, and to solicit ideas and guidance.
- Coordinate with other managers in planning and delivery of in-service education and training for staff and families.
- Provides feedback and input into performance appraises of all Center Directors and Service Area Leads.
- Consistently reports to Director regarding areas of non-compliance, Health & Safety issues and corrective action plans.
- Oversees monthly facilities health and safety monitoring to assure timely communication.
- Works with Director, Finance, and Operations team to determine and evaluate potential sites for relocation/expansion.
- Communicates directives, policies and procedures as necessary at center level families and staff.
- Facilitates professional development workshops as appropriate.
- Participate in team and 1-1 meetings. Regularly scheduled and as needed, to ensure coordination of services across the Head Start program.
- Communicate effectively in written or verbal format to groups of a;; sizes and individuals.

#### V. Program Services:

- Assist Associate Director of Preschools with program planning to ensure component responsibilities, goals and objectives are met as set forth in Head Start Program Performance Standards, CACS Policies and Procedures, Head Start Employee Manual, and CACS Program Plan.
- Develop short- and long-term goals and objectives for the Education Component based on:
  - Head Start Performance Standards
  - Consultation with supervisor and immediate staff
  - Discussions with Policy Council
  - Coordination of Curriculum Implementation with Curriculum Specialist
- Co-Supervise Education Supervisors. Oversee the supervision of education staff focusing on compliance, health and a safety and overall implementation of program goals as articulated in grant(s).
- Participate in recruiting, selecting, orienting, training and evaluating staff.
- Know the personnel policies and procedures.
- Devise work methods and procedures that support improvements in existing work practices, supporting the Director, teachers, teacher assistants and clerical staff.
- Resolve day-to-day questions and problems and, if necessary, initiates disciplinary actions in conjunction with the Associate Director of Preschool Program.
- License and monitor classrooms to meet Child Day Care Licensing requirements.
- Monitor space contracts and program needs in relation to the classroom and other building usage with designated contact person (i.e., superintendents, principals, clergy).

- j. Analyzes and mitigates risk to the program (attendance issues, low enrollment, licensing issues) by proactively monitoring, developing an action plan and coordinating with Family Services lead to execute the plan.
- k. Represent CACS Preschool Programs to community through a variety of activities.
- l. Receives, investigates and acts upon significant incidents, accident reports and any complaints and concerns expressed by staff, parents, and community, subsequently shared with Director.
- m. Works in coordination with grantee leadership to carry out other monitoring and quality improvement activities.
- n. Lead for the good of the entire organization, understand the big picture and use it as frame work to make decisions.
- o. Make decisions that support educational quality and maintain program accountability.
- p. Promote consistent exchange of information and a cooperative environment within the center team, center managers and other leadership.
- q. Attend parent committees, Policy Council and Board of Directors meetings, as needed.
- r. Plan and adjust work operations to meet changing or emergent program requirements within available resources and with minimum sacrifice to quality or quantity of work.

## **VI. Documentation**

- a. Develop and monitor system of outcome measures to determine components effectiveness in meeting family expectations and program goals.
- b. Monitor the education content area budget spending and submit requests for expenditure for authorizations to the Associate Director.
- c. Prepare Education Plan, in collaboration with Curriculum Specialist and other managers, using data for annual grant requests.
- d. Assures that all Centers maintain up to date licensing in all required areas and that proper documentation and follow up in completed after licensing visits.
- e. Participates in self-assessments
- f. Coordinates with Service Area leads (Family Services and others) to conduct Center Success Rubric self-assessment process and validation visits.
- g. Develops and carries out action plans to promote quality improvement based upon data.
- h. Prepares quantitative, other reports and data for presentations for internal and external audiences.
- i. Builds creative reports and communication formats to drive work management and data clean up prior to major Head Start deadlines.
- j. Maintain documentation of monitoring follow up activities.
- k. Complete monthly reports on area activities and progress toward goals with recommended modifications to plans and submit to Director as scheduled.

## **VII. Other**

Assist with other duties as defined and/or requested by an Administrator when additional work is necessary to fulfill the obligations of the program.

- Complete all timesheets, reports, and other data requests in a timely and accurate manner.
- Keep Personal Professional Development plan up to date & compliant with federal, state and local regulations.