

Vacancy Notice

The following position is available for full consideration, all interested and qualified candidates should apply by sending in a resume to Human Resources G-3475 W. Court Street, Flint, MI 48532, no later than 4 p.m. on Friday, December 15, 2017.

Early Head Start Director/Health-Family Engagement Coordinator

REPORTS TO

Superintendent or Designee

JOB PURPOSE AND FOCUS

Responsible for planning, coordination, grant writing/reporting, professional development, evaluation and supervision of program operations for the Early Head Start programs. Work collaboratively with the Carman-Ainsworth Board of Education and the Early Head Start Policy Council to ensure compliance with all fiscal, legal, and programmatic requirements. Coordinate and supervise the implementation of the requirements and programming related to child Health services, including medical and dental services.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- Master's Degree in early childhood education or related area and valid teaching certificate with ZA early childhood endorsement preferred
- Experience in supervision of staff, program administration and fiscal management, including: program planning, monitoring, budgeting, goal setting, licensing, operations and evaluation.
- Strong working knowledge of the Head Start Performance Standards and the ability to effectively develop, write and report per all federal requirements, procedures and timelines.
- Experience with the management of state and federal grant funded programming/ability to develop, write and report.
- Leadership skills, including interpersonal and communication skills that support positive teamwork and motivate staff to work with integrity and commitment in provision of their responsibilities.
- Strong oral and written communication skills
- Ability to work independently
- Ability to work well with others
- Ability to problem solve, prioritize work, meet deadlines and demonstrate organizational skills
- Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new services and equipment
- Ability to develop and maintain record keeping systems and procedures

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES

- Ensure all Early Head Start program mandates and standards for excellence are met on a daily basis; and for supporting/developing the structure, systems and procedures to facilitate highest quality programming and service provision.
- Work collaboratively with the Health Support Coordinator in establishing a system and procedures for the identification of families and children in need of health related services, and implementing program activities, or making the appropriate referrals to meet identified needs.
- Plan and work collaboratively with the Health Support Coordinator in planning and coordinating training for staff and parents related to the area of Health services, and developing and implementing a management system to ensure the delivery of all required Health services.
- In cooperation with the child Development Coordinator, ensure provision of training and technical assistance for all staff as aligned with Professional Development Plans.
- Implement program requirements in a manner consistent with relevant contractual agreements, laws, regulations and authorized funding proposals.
- Serve as an advocate and collaborator for the program by serving on district and community boards and committees, and by promoting public relations and awareness.
- In cooperation with Carman-Ainsworth Board of Education, program staff, and parents, implement a plan and system for monitoring and evaluating all program components to: determine areas for improvement, develop long and short-term goals, and ensure remediation of any non-compliances.
- Annually review and, as appropriate, update the program Community Assessment to reflect any significant changes; and conduct a complete Community Assessment at least once during the program's five year funding cycle.
- Maintain effective communication with the Carman-Ainsworth Board of Education.
- Staff all programs in compliance with Carman-Ainsworth Human Resources procedures and the Head Start Performance Standards.
- Prepare and publish the Early Head Start Annual Report.
- Facilitate effective oversight of expenditures, including information relevant to status of the budget and annual budget development.
- Maintain effective lines of communication with Head Start Regional Office.
- Work collaboratively with an interdisciplinary team of staff, parents and other specialists in the delivery of Health services programming.
- Work with Health Support Coordinator to assist families with health-related concerns through direct service and/or referrals to community resources per identified needs.
- Participate in the planning, self-assessment and monitoring process of the program, providing leadership in the development of improvement/corrective action plans related to health services as appropriate.
- Meet regularly with staff to coordinate efforts and to ensure the most effective implementation of the Performance Standards across all service areas.
- Coordinate and maintain procedures and a record-keeping system that allows for collection and documentation of required Health data, with adequate provisions for confidentiality.

Posting Date: Friday, December 08, 2017
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- Assist staff in providing a safe and healthy classroom environment.
- Prepare, coordinate, monitor and/or maintain all files, reports, forms, records, as required and/or necessary for the learning community programs; ensure their completion and submission in a timely and professional manner.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

TERMS OF EMPLOYMENT

Salary and benefits as aligned with the Carman-Ainsworth Early Head Start approved grant. This is a non-bargaining unit position. The work year is aligned with the Carman-Ainsworth Early Head Start approved grant. Some evening hours and out-of-town conference attendance are required.

WORK ENVIRONMENT

The Learning Community Early Childhood Center

EVALUATION/PERFORMANCE MEASUREMENTS

Performance of this job will be evaluated in accordance with provisions of the Board's policy. Criteria for performance include but are not limited to:

- Alignment of performance to the district's and/or school's vision and mission
- Contribution to a culture of continuous improvement in terms of providing quality work, products, and services
- Demonstrated ability to communicate and share the district/school vision
- Demonstration of an unwavering commitment to high standards for all and to a belief that all students can learn
- Strong knowledge of human growth and development
- Clear understanding of curriculum design, implementation, and evaluation
- Commitment to effective instructional and assessment practices
- Trusting relationships and commitment to effective collaboration
- High expectations for self, students, and staff
- Commitment to professional learning and practice
- Demonstrated ability to base decisions on the need for results rather than intentions
- Effective use of economic, human, material, and facility resources to achieve program and organizational goals
- Implementation of effective routines, procedures, and systems
- Fiscal responsibility
- Effective management of facilities and space

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INTENT AND FUNCTION OF POSITION DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

All descriptions reflect essential functions and basic duties. Peripheral tasks have been excluded. Requirements, skills, and abilities are the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as appropriate, in keeping with collective bargaining agreements and law.

Carman-Ainsworth Community Schools does not discriminate on the bases of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.