

KAWERAK POSITION DESCRIPTION

DIVISION: Children and Family Services
DEPARTMENT: Head Start
JOB TITLE: Child Development Program Manager
POSITION STATUS: Regular, Full Time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 14-15-16
REPORTS TO: Head Start Director

The Child Development Program Manager is responsible for overseeing the day-to-day operations of the Head Start/Early Head Start/Child Care Partnership. Maintain quality environments with trained staff, to ensure the delivery of a high quality culturally responsive and respectful programming in accordance with Head Start Performance Standards and State of Alaska Child Care Licensing Standards.

JOB RESPONSIBILITIES

- 1) Assist with implementing the goals, objectives and Performance Standards of the Head Start/Early Head Start/Child Care Partnership programs.
- 2) Develop, coordinate and monitor the integrated work plans, policies and procedures to ensure that performance standard and federal and state rules and regulations are being followed. Provide training and technical assistance to staff to meet these regulations.
- 3) Recruit, supervise, and evaluate assigned Program Specialists following Kawerak Policy & Procedures, Head Start/Early Head Start Performance Standards and Child Care Licensing Standards.
- 4) Assist and monitor all Program Information Report (PIR) data in regard to program services and submit monthly reports to the Director.
- 5) Lead and participate in team planning with the Director, other managers, specialists, site staff, and families to facilitate a seamless system of program delivery.
- 6) Follow Head Start Child Abuse and Neglect Policies, Standards of Conduct, Confidentiality Policies and report suspected cases of child abuse/neglect.
- 7) Support Child and Adult Food Program Site Monitoring Reviews, complete Health and Safety Monitoring Checklists and Site Review Reports in accordance with Head Start/Early Head Start Performance Standards and State of Alaska Child Care Licensing Regulations.
- 8) Advocate for services on behalf of children and families at the federal, state, regional and local levels.
- 9) Coordinate and participate in Head Start/Early Head Start/Child Care annual pre-service training.
- 10) Must attend required trainings and complete a training plan as required by all program regulations.
- 11) Review and monitor each Program Specialists' Professional Development Plan on an annual basis.
- 12) Use a computerized record keeping system to document delivery of services related to service area using Child Plus & other tracking software. Assist Program Specialist in the use of Child Plus data.
- 13) Assist with review of evaluation tools, communication systems, curriculum, and support Director in work with the Head Start Policy Council for submission of revision requests on an annual basis.
- 14) Assist in the completion of the program's self and community assessments to plan for future services.
- 15) Fill in as Acting Director when the Director is away.
- 16) Develop and oversee the implementation of the component service budget, through the use of e-requester and OSR.
- 17) Ensure the provision of necessary materials and equipment to operate high quality programs.
- 18) Coordinate with Director and Facilities Maintenance Coordinator to ensure compliance with environmental health and safety requirements.
- 19) Other duties as assigned by the Director.

QUALIFICATIONS:

- 1) Bachelors Degree in Business Administration, Rural Development, Education or Early Childhood Education, Human Services/Social Work or related field. Supervisory work experience in a related field may substitute for the degree requirement on a year-for-year basis. Candidates without a Bachelors Degree must demonstrate a willingness to obtain their degree within a reasonable timeframe.
- 2) Two years experience in supervisory or management preferred.
- 3) Computer, keyboarding and office skills required. Working knowledge of Microsoft Word, Excel, Windows and Internet skills required.
- 4) Must possess strong oral and written communication skills, organizational and budgeting skills.
- 5) Must be willing and able to travel.
- 6) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7. AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

EEO**(Approved 11/16/16)**