

## KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment & Supportive Services
DEPARTMENT:	Head Start/Early Head Start
JOB TITLE:	Program Specialist
POSITION STATUS:	Regular Full Time
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	12-13-14
REPORTS TO:	Child Development Program Manager

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

#### **Core Staff Responsibilities**

1. Assist with implementing the goals, objectives and performance standards of the Head Start/Early Head Start/Child Care Programs.
2. Track all Program Information Report (PIR) data in regard to service area and submit monthly reports on the 7<sup>th</sup> of each month to the Child Development Program Manager.
3. 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 site staff to meet these regulations.
4. Participate in team planning with other specialists, site staff, and families to facilitate a seamless system of program delivery.
5. Follow Head Start Child Abuse and Neglect Policies and Standards of Conduct and Confidentiality Policies and report suspected cases of child abuse/neglect.
6. Perform CACFP Site Monitoring Reviews, complete Health and Safety Monitoring Checklists and Site Review Reports at home site and during travel to other sites in coordination with other core staff members.
7. Advocate for services on behalf of children and families at state, regional and local levels.
8. Assist in the completion of the program's self and community assessments to plan for the future.
9. Coordinate and participate in Head Start/Early Head Start/Child Care pre-service for programs.
10. Maintain a computerized record keeping system to document delivery of services related to service area using Child Plus data tracking software.
11. Assist with review of evaluation tools, communication systems, curriculum, and work with Policy Council for submission of revision requests on an annual basis.
12. Maintain, update, and improve systems, procedures, work plans, manuals, Program Information Report (PIR) and other relevant reports for related service area.
13. Must attend required trainings and complete a training plan.
14. Manage company credit card using the e-requester system.

#### **Program Specialist Responsibilities**

15. Supervise and manage assigned teaching staff.
16. Recruit, hire, and manage site staff by following Kawerak Policy & Procedures and Head Start/Early Head Start Performance Standards.
17. Make personnel recommendations to the Child Development Program Manager.
18. Evaluate assigned site staff on an annual basis or more if needed.
19. Maintain staff Professional Development Plans on an annual basis.
20. Maintain accurate records of employee timesheets, leave, and performance evaluations.
21. Ensure that assigned staff meet their job requirements.

22. Assist the Head Start Director, Manager and Specialists in the development of budgets. Assist in monitoring the expenditures of the Program. Produce budget projections as requested and revise budgets as needed.
23. Develop tracking systems for administrative requirements, using Child Plus & other software.
24. Assist Head Start Program Core Specialists in the use of Child Plus data.
25. Work with the ERSEA Specialist to organize the process of recruitment, screening and admissions of all Head Start/Early Head Start/Child Care children and families to the program at the beginning of the academic year and throughout the operation.
26. Collaborate with Managers, Education/Disabilities Specialist, Family Advocates, ERSEA, Culture and Language Immersion Specialist and Health/Nutrition Specialist in planning and evaluation of services for the Head Start/Early Head Start/Child Care program.
27. In collaboration with Health/Nutrition Specialist establish procedures for nutrition screenings and assessments. Work with staff to develop a nutrition program that meets all identified nutrition needs of children and families.
28. In coordination with Head Start/Early Head Start/Child Care staff, provide information for annual Parent Handbooks and review/update policies and procedures annually.
29. In collaboration with Family Advocates promote the documentation of volunteer activities including hours, cash and donated goods.
30. Fill in for other Program Specialists or as Acting Child Development Program Manager as needed.
31. Other duties as assigned by the Child Development Program Manager.

#### **QUALIFICATIONS:**

1. Associate Degree in Early Childhood Education, Human Services or related field. Supervisory work experience in the field may be substituted for the degree requirement on a year for year basis. Must be willing to work toward Associates Degree if not yet obtained.
2. Ability to work effectively with people from a variety of backgrounds.
3. Excellent interpersonal and communication skills, including demonstrated writing ability required.
4. Computer, keyboarding and office skills required. Must possess basic computer knowledge and skills in Windows, Internet usage, Microsoft Office software, Excel and Word.
5. Must complete and submit a work physical upon hire and every five years after hire.
6. Must complete an annual TB screening.
7. Must obtain a food worker's card within 2 weeks of hire.
8. Must obtain a Serv Safe certification within 6 months of hire.
9. Hold Current Infant/Child (Pediatric) CPR/First Aide Certification. If not, must obtain within 6 weeks of hire.
10. Must be dependable, self-motivated and able to work with minimum supervision.
11. Must be willing and able to travel.
12. Having a valid driver's license is preferred.
13. 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.