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| Job Title: | **Early Head Start Program Manager** |
| Department: | **Child & Family Development** |
| Reports to: | **Early Childhood Programs Director** |
| Grade: | **L** |
| Supervises: | **Program Service Coordinators** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Early Childhood Programs Director** |
| Date: | **March 30, 2021** |
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| Purpose:  The Early Head Start Program Manager will oversee the successful development and implementation of a comprehensive home visiting Early Head Start program in accordance with the Head Start Performance Standards and NMCAA Program Plan. | |
| Position Objectives:   * To manage all aspects of the Early Head Start program. * To ensure the compliance with all state and federal programmatic requirements. * To mentor, train, and support staff. * To represent NMCAA in a professional, supportive, and knowledgeable manner. | |
| Essential Functions:  ***Eligibility, Recruitment, Selection, Enrollment and Attendance***   * Ensure full enrollment. * Monitor EHS program attendance and address attendance issues as needed.   ***Education and Early Childhood Development***   * Collect and analyze EHS and EHS child data within child assessment systems (Child Plus & Teaching Strategies GOLD) for the purpose of evaluating child, class list, and program outcome measures and identifying staff training and/or technical assistance needs. * Support Program Services Coordinators in the development and coordination of transition activities and the establishment of linkages with preschool programs in which EHS children will transition.   ***Child Health and Safety***   * Ensure safe and healthy socialization environments using the State of Michigan Licensing Rules for Child Care Center requirements, the Head Start Monitoring Protocol and Program Quality Assessment as guidance. * Monitor documentation requirements at recaps. * Ensure staff follows the Mandated Child Abuse & Neglect Reporting Procedures. * Team with Health/Data Management Coordinator to ensure realization of program goals. * Assist Mental Health Manager in the development of Mental Health services for the program.   ***Community Partnerships***   * Appoint a committee member to the Infant Mental Health Training Consortium or Chapter Board. * Serve as an advocate for Early Head Start and other quality early childhood programs in the community. * Collaborate with the ERSEA and Health Manager to facilitate the Health Services Advisory Committee. * Establish and encourage Community Partnerships with those groups and organizations in our service area that share a commitment to child and family issues.   ***Family Partnerships***   * Engage in a process of collaborative partnership building as outlined by the Parent, Family, Community Engagement Framework. * Encourage and mentor families to participate in their child’s education. * Attend Policy Council and lead committees as appropriate. * Maintain effective relationships and communication with enrolled families.   ***Facilities, Materials and Equipment***   * Approve purchase of program materials, equipment, and supplies. * Ensure all socialization sites meet the NMCAA EHS Safe Environment checklist in collaboration with the Early Head Start Mentor/Coach and Socialization Specialists.   ***Management Systems and Procedures***   * Update the Program Plan and complete Program Self-Assessment annually. * Assist in the development of program policies, procedures, and related documents. * Monitor and evaluate Program Services Coordinators’ and the EHS Mentor Coach job performance. * Provide guidance, support and resources to Program Services Coordinators and the EHS Mentor Coach to assist them in their successful supervision of staff. * Develop and update job descriptions for staff. * Utilize the data management system to oversee the realization of program quality. * Promote staff and parent understanding of program philosophy, goals, objectives, policies, and procedures as outlined in the program plan.   + Schedule and facilitate staff meetings.   + Assist in the development of a program training plan.   + Ensure that training is implemented for parents and staff based on needs and requirements. * Collaborate with the Director and other management staff to ensure integration of Early Head Start program services. * Oversee staff hiring activities and monitor State of Michigan criminal history records check. * Coordinate parent and staff program evaluation/assessment activities. * Collect program data and monitor Early Head Start with the use of relevant program checklists and tools for the purpose of quality assurance. * Responsible for participation in annual and ongoing strategic planning sessions, contributing toward a collaborative and coordinated service delivery plan. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * Feedback from agency leadership, staff, community partners and families. * Flexibility to adjust to situations and react as necessary for the betterment of the agency. | |
| **Minimum Education:**   * Bachelor’s degree in human services, health, education field, or equivalent. | |
| **Minimum Experience:**   * Prior experience working with low income/at-risk families. * Minimum two years of experience in a supervisory position | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Ability to meet the State of Michigan and Federal background check requirements. * Ability to meet the State of Michigan physical and TB examination requirements. * Knowledge of basic computer skills and office equipment. * Effective interpersonal, written, and verbal communication skills. * Strength-based approach in working with staff and families. | |
| **Minimum Physical Expectations:**   * Physical activity that requires keyboarding, sitting, phone work and filing. * Physical activity that requires travel by car. * Physical activity that requires lifting less than 25 lbs. * Physical activity that requires bending, stooping, reaching, climbing, knelling and/or twisting. | |
| **Minimum Environmental Expectations:**   * Routine use of standard office equipment such as computers, phones, copiers, filing cabinets and fax machines. * Possible exposure to blood and bodily fluids. * Possible exposure to communicable diseases. | |