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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.
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| 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.
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| **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.
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| **Minimum Education:*** Bachelor’s degree in human services, health, education field, or equivalent.
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| **Minimum Experience:*** Prior experience working with low income/at-risk families.
* Minimum two years of experience in a supervisory position
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| **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.
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| **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.
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| **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.
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| **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.
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