|  |  |
| --- | --- |
| Job Title: | **Collaborative and EHS Center-based Manager** |
| Department: | **Child & Family Development** |
| Reports to: | **Early Childhood Programs Director** |
| Grade: | **L** |
| Supervises: | **Collaborative Center Service Coordinators (CCSC) and Site Coordinator (SC)** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Kerry Baughman (Revised by Katherine Kwiatkowski)** |
| Date: | **March 4, 2021** |
|  | |
| Purpose:  The Collaborative Center Program Manager will oversee the successful development and implementation of a comprehensive collaborative partnership with specific area Collaborative Center sites in accordance with the Head Start Performance Standards and NMCAA Program Plan. | |
| Position Objectives:   * To ensure the compliance with all state and federal programmatic requirements. * To manage all aspects of the Head Start and Early Head Start Collaborative Center program and staff. * To mentor, train, and support staff. * To represent NMCAA in a professional, supportive and knowledgeable manner. | |
| Essential functions:   * Utilize the Performance Standards, Head Start Act, NMCAA Head Start Program Plan, Michigan Licensing Rules for Child Care Centers, 5 Year Grant, contract stipulations and the Program Procedure Manual to ensure program requirements are being met. * Partner with Head Start Managers to monitor eligibility, recruitment, selection, enrollment and attendance (ERSEA) requirements. * Incorporate the Head Start Child Development and Early Learning Framework, Family and Community Engagement Framework and Strengthening Families into the Head Start program. * Provide supervision to staff (CCSC) that support the professional development needs of Collaborative Center staff. * Provide direct service to assigned Collaborative Center site/s as assigned. * Collaborate with and promote NMCAA/Head Start programs throughout the community by being an active member with appropriate organizations, agencies, public schools and ISD’s. * Review, revise and with the Director of Child and Family services approval, share the annual HS/EHS Collaborative Center contract with staff and site Directors before obtaining signatures. * Engage in a process of collaborative partnership building with families to establish mutual trust, promote in-kind opportunities and participate in program activities. * Encourage and mentor families to participate in their child’s education. * Attend Policy Council and lead committees as appropriate. * Support mental health plans put into place by mental health professionals for the children. * Attend all required trainings, meetings, and recaps. * Ensure Collaborative Center Directors of contracted sites monitor classrooms and playgrounds regularly to meet Head Start and State of Michigan Licensing Rules for Child Care centers safety requirements. * Regularly monitor and evaluate Collaborative Center Service Coordinators job performance in the following ways: reviewing CCSC calendars, conducting monthly recap meetings, assisting in creating and presenting work plans and disciplinary documentation, assisting in the development of individual goals, conducting Child Development 120 day reviews for new staff, and conducting Employee Performance Evaluations. * Annually updates the Program Services Plan. * Promote staff and parent understanding of program philosophy, goals, objectives, policies and procedures as outlined in the Program Services Plan in the following ways: Plan, prepare, and facilitate Site Supervisor Meetings/Trainings, Teacher/Provider Professional Development Opportunities, New Teaching Staff Trainings, Policy Council Meetings/Committees, Policy and Procedure Trainings, and other staff meetings/trainings as needed; Assist in the development of the Staff Training Plan; Ensure training is provided for parents and staff based on needs and requirements. * Collaborate with the Management Team and Head Start Director in the annual self-assessment process and the development of 5 year grant goals. * Assist in monitoring, developing and up-dating program policies, procedures, and documents related to the following: Annual Pre-services Orientation Training, Procedure Manual, Monthly Form Files, Supervisor’s Manual and hiring activities, job descriptions, health and safety responsibilities in the classroom, licensing activities, and personnel matters. * Provide guidance, support and resources for Collaborative Center Service Coordinators and Collaborative Center staff as needs are identified. * Collaborate with the Management Team to assure the integration of services in each program option. * Collaborate with the Great Start to Quality Resource Center staff for Michigan Quality Rating and Improvement System (TQRIS) requirements. * Participate in Strategic Planning. * Use Reflective Practice to move staff forward and build positive, reflective supervisory relationships. * Monitor State of Michigan Licensing Rules for Child Care Centers and Head Start nutrition food/safety requirements. * Perform site monitoring visits, both scheduled and unannounced. * Maintain contact with Program Support Staff regarding form updates, data entering for health tracking and follow up. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. * Perform other related duties as required and/or assigned. | |
| **Measured by:**   * Results and outcomes of Child & Family Development Departmental monitoring and audits. * Feedback from agency leadership, staff and community partners. * Completion of balanced budgets in areas of control. * Flexibility to adjust to situations and react as necessary for the betterment of the agency. | |
| **Minimum Education:**   * A baccalaureate or advanced degree in child development, early childhood education, human services, health, or a related field. * 2 semester hours or 3.0 CEUs in Collaborative Center administration or an administrative credential approved by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. | |
| **Minimum Experience:**   * 5 years’ experience in administration and management. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain personal and professional 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:**   * Be at least 21 years of age. * 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. * Knowledge of basic math and budgeting skills. * Proficient writing skills. | |
| **Minimum Physical Expectations:**   * Physical activity that always requires keyboarding, sitting, phone work and filing. * Physical activity that always requires extensive time working on a computer. * Physical activity that always requires travel by car and/or air. * Physical activity that often requires lifting under 25 lbs. * Physical activity that sometimes requires lifting at least 50 lbs. * Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records or in the participation of classroom settings. | |
| **Minimum Environmental Expectations:**   * The Collaborative Center Program Manager position operates primarily in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. * Possible exposure to blood and bodily fluids or tissues. * Possible exposure to communicable diseases. | |