



## **Head Start Program Manager**

**Early Childhood Options (ECO)** seeks a **Head Start Program Manager** to assist the Head Start team with coordination of the Head Start program's data collection efforts, creating efficient data collection systems, and pulling reports and analyzing data to be used in the continuous quality improvement effort of the program. The responsibilities of this position are an integral part of the Head Start program's goals of providing access to high-quality childcare, health services, and family support to families in our Summit County community.

### **Summary:**

Under the supervision of the Summit Head Start Director, the Head Start Program will work directly with community partner staff to collect data, as well as within the Head Start team to organize collected data into comprehensive systems that can efficiently be utilized in generating reports that can be shared with the community and with the Office of Head Start. This position will support the Summit Head Start program in turning quantitative data into a clear and concise story of accomplishments, strengths, and needs that are presented in varying formats.

An effective Head Start Program Manager must be able to build relationships with program and partner staff based on mutual respect, demonstrate effective communication skills in both English and preferably Spanish as well, practice conflict resolution skills, have an ongoing commitment to learning, possess the ability to take the initiative and problem solve, and have demonstrated strong collaboration skills through a professional setting.

### **Desired Qualifications:**

- A minimum of an associate degree, BA, or a BS preferred
- A minimum of 3-5 years of experience in Head Start or early childhood programs
- Experience with data systems, program evaluation, and compliance monitoring.
- Knowledge of the Head Start Act and Head Start Program Performance Standards (HSPPS)
- Demonstrated knowledge of and experience in developing successful collaborations with community partners and/or families.
- Ability to speak conversational Spanish to engage with staff, partner staff, and families preferred.
- Successful pass required background checks.

### **Essential Duties:**

- Assists the HS0-5 Director in compiling and completing annual required reporting:
  - Community Assessment and annual updates of community needs
  - Annual Self-Assessment
- Assist the HS0-5 Director in monitoring staff qualification records in accordance with HSPPS, including but not limited to training hours, certifications (CPR, First Aid), and required background checks.

- Lead completion of Annual Program Report and Program Information Report (PIR) required for Clayton, Early Head Start, and Head Start.
- Lead annual Health and Safety event
- Lead Health and Mental Health Services Advisory Committee (HSAC) three times a year
- In collaboration with Head Start staff, conduct Health and Safety checks for all Head Start Child Care providers.
- Monitor data entry in ChildPlus needed for annual Program Information Report (PIR)
- Responsible for tracking health assessment requirements and any other necessary follow-up with families in coordination with the Family Engagement Specialist related to medical, dental, nutrition, and mental health services.
- Responsible for sending any monthly required reports to Clayton.
- Monitor families' CCCAP applications renewal, as part of the Clayton qualifier.
- Responsible for sending the annual CACFP report to Summit County Government.
- Support the Head Start team with any training on ChildPlus and Alliance CORE database.
- Assist the HS0-5 Director with any monthly reporting to Policy Council, ECO Board, Governing Body, including but not limited to attendance and enrollment reports.
- Attends Policy Council and board meetings and presents information in the absence of the Director of HS0-5.
- Coordinates monitoring systems and oversight to ensure compliance with Head Start Program Performance Standards at all partner agency sites.
- Attend regularly scheduled meetings with coworkers and community partners, representing Head Start and Early Childhood Options.
- Demonstrate strong organizational and time management skills and ability to take initiative.
- Adhere to agency policies, including maintaining confidentiality.
- Collaborate with appropriate team members on assigned projects and/or programming enhancements.
- Participate in local, regional, and national training as appropriate and as funding allows.
- Other duties as assigned.

**Additional:**

This is a full-time exempt position, working 40 hours per week. The salary range is **\$63,000 - \$67,000** and is commensurate with experience. Qualified candidates should submit a letter of interest outlining relevant experience and a resume to [kim@earlychildhoodoptions.org](mailto:kim@earlychildhoodoptions.org). Please include "Head Start Program Manager" in the subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference. Applications will only be accepted via email. All permanent employment is dependent on the results of background checks.

ECO values a flexible work environment, with opportunities to work from home. Due to the nature of this position, it is essential that the Head Start Program Manager is available for regular in-person meetings with community partners and ECO staff.

ECO follows all Public Health guidelines to protect staff and others against COVID-19. All

persons accepting a position within Early Childhood Options will be strongly encouraged to get the COVID-19 vaccinations.

*Early Childhood Options is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.*

For more information about Early Childhood Options, visit [www.earlychildhoodoptions.org](http://www.earlychildhoodoptions.org)