



Head Start Program Manager

Early Childhood Options (ECO) seeks a **Head Start Program Manager** to assist the Head Start team with managing partnerships with community partners and coordinating Head Start staff to ensure high quality services are offered through our team and at each partner agency for the families and children we serve. The responsibilities of this position are an integral part to 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 Manager will work closely with the Head Start Director and team to build positive relationships with our partner agencies and provide strength-based supports as needed in order to accomplish program goals. This position will play an integral role in supporting partner agencies with implementing and maintaining quality practices that meet the Head Start Performance Standards with the support of our Head Start team.

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 on-going commitment to learning, possess the ability to take 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, from an accredited university or college in early childhood education, child development or related field.
- Experience with Head Start programming and Head Start Program Performance Standards preferred.
- Demonstrated knowledge of and experience in developing successful collaborations with community partners and/or families.
- A minimum of 2 years working with young children.
- Excellent oral and written communication skills in English.
- Ability to speak conversational Spanish to engage with staff, partner staff and families preferred.
- Successfully 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

- Annual Program Report
- Governance Screener
- Program Information Report (PIR)
- Assists the directors in any monthly reporting for ECO Board, Governing Board and Policy Council when requested.
- Attends Policy Council and board meetings and presents information in the absence of the Director of HS0-5
- Oversee and compile Child Plus and ELV CORE data and reports for quality assurances.
- Facilitate improvement of internal structures, systems, and policies.
- Ensure adequate systems are in place to maintain highest quality of services to children and families in compliance with Head Start Performance Standards.
- Prepares records and reports as required by HS0-5 Director.
- Assists the HS0-5 Director in the preparation of grant proposals.
- Facilitate annual update and approvals of partner contracts.
- Ensures that site directors obtain and renew all required licenses and waivers necessary for program operations. (EHS child and teacher waivers*)
- Manage program food services at sites when needed.
- Assist in the revision and maintenance of HS0-5 program policies and procedures.
- Monitor the assessment of family needs and development of family plans to ensure appropriate services are provided and desired outcomes are achieved.
- Schedule and conduct monitoring site visits with partner sites to ensure HSPPS are met
- Engage with HS0-5 team to support high quality direct services to children and families
- Monitor Family Service Workers' documentation of client files and required services in Child Plus and ELC Alliance CORE, including but not limited to annual home visits, Parent Teacher conferences, and transition plans.
- Monitor and ensure compliance of HS0-5 program eligibility and enrollment. (Income, disability, transitions, and vacancies*)
- Analyze service delivery and documentation processes and make recommendations designed to ensure high quality services are provided that meet the needs of clients.
- Ensure program paperwork is up-to-date and reviewed annually with Family Engagement Specialists.
- Attend and participate in staff meetings, agency events, and parent/community meetings as requested.
- Attend trainings and professional development activities when appropriate.
- Coordinate monitoring systems and oversight to ensure compliance with Head Start Program Performance Standards at all partner agency sites.
- Demonstrate strong organizational and time management skills and ability to take initiative.
- Ability to approach tasks and others with strength-based, solution-based framework.
- Work collaboratively with and support ECO administrative assistant to:
 - Monitoring and maintenance of HS staff files.
 - Oversee and monitor purchasing of goods and services for HS0-5 program and sites.
 - Ensures property inventory is complete, up-to-date, and reconciled every year.

Additional:

This is a full-time exempt position, working 40 hours per week. The salary range is \$25-\$30 per hour and salary commensurate with experience. Qualified candidates should submit a letter of interest outlining relevant experience and a resume to Noelle@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 follows all Public Health guidelines to protect staff and others during the COVID-19 pandemic. All persons accepting a position within Early Childhood Options will be required to provide valid proof of COVID-19 vaccination or qualify for medical or religious exemption.

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