

Champaign County Regional Planning Commission

Position Description

Position: Off-Site Programs Manager

Reports To: Child Development Services Manager

Supervises: Family Child Care Mentors, Homebase Teachers, Preschool Mentor, Combination Mentor

FLSA status: Exempt Non-Exempt

Position Purpose:

Oversees curriculum implementation in collaboration and non-center based program options including, home-based, family childcare, combination and private center-based. Provides direct supervision, training, and guidance to staff and ensures that families are supported in their role as the child's primary teacher. Ensures compliance with requirements of all funding sources and regulatory agencies.

Characteristic Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Monitors to ensure assigned options maintain a safe, healthy, well-equipped learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Promotes and monitors to ensure assigned options conduct developmentally appropriate education programming that is inclusive of all children and based on best practices defined by Head Start Performance Standards, NAEYC, and Illinois Early Learning Standards.
- Monitors and supports assigned options to ensure that the education and early childhood development plans, including child health, nutrition and mental health activities, are fully implemented.
- Ensures all local, state and federal rules and regulations are followed, in addition to program policies and procedures.
- Orders and maintains childcare equipment and supplies following purchasing policies.
- Establishes and maintains a positive working relationship with childcare center directors, family childcare providers, and program directors.
- Monitors and supports assigned options to ensure they promote parent involvement in his/her child's development through home visits, parent-teacher conferences, and participation in parent meetings.
- Helps facilitate monthly parent meetings.
- Uses available technology to increase efficiency, maintain accurate up to date records and produce accurate, up-to-date reports.
- Monitors and supports assigned options to ensure that child development information is maintained in hard-copy and electronic family files and that accurate, complete and confidential client records are maintained.
- Monitors and supports assigned options to ensure children receive required screenings and on-going assessment.
- Participates in the hiring process and orientation of new employees and volunteers, including the Lincoln's Challenge collaboration.

- Provides supervision, training and evaluation of child development staff, including home based teachers and the various mentors.
- Supports staff professional development and quality services through regular classroom observations, staff meetings, individual Professional Development Plans and annual written performance evaluations.
- Completes payroll data entry. Monitors and approves, as appropriate, staff time, travel, and reimbursement requests.
- Participates in investigations of violations of policies and procedures and in the grievance process, when needed.
- Participates in program improvement and strategic planning activities
- Represents the program at community events as needed.
- Attends family support team meetings and assists with recruitment activities as assigned.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Bachelor's Degree in Early Childhood Education, Child Development or a related field or an Associates Degree in Early Childhood Education, Child Development or a related field with five years experience in a childcare facility.
- Three years of supervisory experience.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Oral and written communication, interpersonal and management skills necessary to effectively supervise staff and relate to children, families, and community agencies.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and data bases. Ability to learn the use of web-based systems.
- Experience with low-income population preferred.
- Respect for the principles of EEO and ADA
- Respect for client and staff confidentiality
- Ability to travel to meetings, trainings, service providers and other work sites.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Head Start Salary Administration program. The description contains examples of duties and responsibilities that may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee _____ Date _____