

Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: Manager on Point – Site/Home-Based
REPORTS TO: Head Start Director

WORKSITE: Assigned Area
CLASSIFICATION: VIII (Non-Exempt)
Wage Range: \$14.82 - \$23.00 per hour
Annualized F/T Salary: \$30,825 - \$47,840

RESPONSIBILITIES:

Serve as the primary supervisor for the Centers to which assigned. This includes possessing a working knowledge and understanding of all Head Start Component areas and applicable Standards. The Manager on Point is responsible for ensuring compliance in all aspects of Head Start to include regulations as required by the Health Department and the Department of Children and Family Services. The Manager on Point is the supervisor for all classroom staff members. He/She shall handle all first-level discipline and grievances of the staff and has the authority to make recommendations for both promotion and termination.

1. Provide direct day-to-day supervision of the classroom staff in the assigned area(s)
2. Provide leadership and mentoring to classroom staff
3. Maintain working understanding of all of the Head Start and Agency Policies:
 - Head Start Education Policy
 - Head Start Mental-Physical Health Services and Disabilities Policy
 - Client Management Services Policy (Family Services Component)
 - Head Start Risk, Safety and Compliance Management Policy
 - Agency Fiscal Policy
 - Agency HR Management Policy
 - Head Start Home-Based Program Management Policy
4. Execute procedures as outlined in the principle processes governed by the aforementioned policies
5. Monitor and implement necessary activities to ensure that all calendar items, timeline items and checklists are followed safeguarding Head Start Standards, Health Department Regulations and DCFS Regulations
6. Assist staff in the completion of the Professional Development Plan as required by Head Start standards
7. Monitor classroom needs and accordingly manage the site-specific budget(s)
8. Assist Management Systems Manager on Point and/or Risk and Compliance Coordinator in the planning of area meetings and trainings
9. Maintain confidentiality of all information regarding children, families, and staff
10. Attend all required staff meetings, trainings, workshops and conferences
11. Assist with the recruitment and engagement of parents as participants in family night events, Policy Council, and classroom activity
11. Document at least 15 hours of in-service training annually
12. Develop and execute a site recruitment plan and assist with the implementation of the Head Start Recruitment, Selection, and Enrollment processes
13. Support School Readiness and the Parent Family Community Engagement process to ensure children and family participation as directed.
14. Work directly with the Client Management Systems Director and Family Assistance Director to ensure compliance with all Family Service component requirements as required by Head Start
15. Perform other duties and assist in other areas as assigned

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Key Performance Indicators:

KEY PERFORMANCE INDICATOR	MEASURE	WHAT DOES GOOD LOOK LIKE?
Filled Enrollment Opportunities during selection process	Recruitment Reports at each Selection Cycle	First Selection – 40% Filled Second Selection – 75% Filled Third Selection – 95% Filled
Compliance with Health Screening requirements	% of required screenings incomplete for enrolled children	100% of required screenings must be documented
Balanced site budget	Balanced revenue and expense reports at the close of each month	Plus or minus 5% variance on budget each month
Staff retention	Staff retention report from HR	No more than 10% turnover in fiscal year of all staff or which you are responsible

QUALIFICATIONS:

1. On-Site MOPS must meet DCFS qualifications for DCCF and Head Start Performance Standards for Teacher. Bachelor degree in Early Childhood Education or a related field is desired.
2. Home-Based MOPs must have 5+ years' experience in a Head Start program with training in ERSEA and Early Childhood experience OR meet aforementioned qualifications for Center-Based programming.
3. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110).
4. Must be 21 years of age or older
5. Must successfully complete CPR, First Aid and any other certification deemed necessary for the operation of the site.
6. Must be physically able to lift 50 pounds and assist children as needed.
7. Ability to work without close supervision.
8. Valid Illinois Drivers License, dependable vehicle and proof of insurance.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

 Manager on Point – Site/Home-Based

 Date