



## Early Childhood Council of the San Luis Valley

*Mission: The Early Childhood Council of the San Luis Valley is a community working together to ensure all children are valued, healthy and thriving in school and life.*

**Job Title:** Early Head Start Program Manager

**Reports to:** Executive Director

**FTE:** Full time - 40 hours per week

**Salary Range:** \$41,000-\$43,497 per year

The Early Head Start Program Manager is responsible for overall program support and compliance, required monthly and annual reporting, and program self-assessment. In addition, the Early Head Start Program Manager will provide support to the ECC SLV Executive Director and work collaboratively with other Early Head Start Managers.

### **Responsibilities:**

- Maintain knowledge of Head Start Performance Standards, all applicable federal, state and local laws, rules and regulations, child development, and program operations.
- Initiate frequent and ongoing communication with Early Head Start Program Partners regarding program status and activities.
- Ensure Head Start Program Partners receive pertinent information from Office of Head Start (OHS), including Information Memorandums, Program Instructions, and OHS announcements regarding initiatives, priorities, and quality expectations.
- Provide ongoing assistance to Head Start Program partners by facilitating the interpretation and understanding of Federal HS Program Performance Standards.
- Provide consistent oversight and support to Early Head Start Program Partners to ensure full compliance with all Federal regulations.
- Participate in onsite monitoring visits, including follow ups and desk reviews as part of the monitoring review process.
- Maintain programmatic status reports, monthly Clayton reports, self-assessment, Program Information Report (PIR) data, monitoring data, monitor review findings, and work with programs to resolve any issues, noncompliance's or deficiencies.
- Correct quality and compliance issues immediately, or as quickly as possible;
- Ensure adequate procedures are in place that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.
- Implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals.
- Collaborate with Early Heads Start Managers to ensure compliance in Education & Child Development, Health & Safety, Disabilities, Family Services, and Coaching content areas.

- Attending required EHS trainings/meetings, ECC SLV staff trainings/meetings and other required meetings/trainings.

**Qualification Requirements:**

- Bachelor's Degree in early childhood education, and/or related field. Three or more years of work experience in a Head Start or early childhood development program.
- Strong organizational skills, strong written and verbal communication skills.
- Knowledge of ChildPlus and TSGold preferred but not required.
- Demonstrates an understanding of the challenges faced by families living in poverty, and all families, and having the ability to offer support.
- The individual must possess: superior written and oral communication skills; gather and analyze information skillfully; maintain strict confidentiality and have demonstrated ability to handle multiple, highly detailed tasks simultaneously.
- Ability to meet designated deadlines is a critical qualification for position.
- Illustrates proficiency with Microsoft Office Programs. Internet fluency and ability to manage various data bases.
- Maintains professional demeanor in behavior and dress and is appropriate at ECC SLV functions, with clients and in the office.
- Shows ability to adhere to ethical standards, maintain confidentiality, and operates within the codes of conduct.
- Participates as an essential member of the team, maintaining overall good work attitude toward supervisor, co-workers and clients; exhibits honesty in dealings with supervisor, co-workers and clients.
- Must be willing to attend family/program activities even in the evening/weekends.
- Must be willing to attend meetings and trainings as required, which can be located within the San Luis Valley, the state of Colorado, and out of state
- Must sign a declaration regarding arrests, charges, or convictions of drug abuse or sexual abuse; must submit to CBI background check.
- Must have a tuberculosis(PPD) test annually with acceptable results and must have or be willing to obtain a First Aid/CPR Card
- Valid Driver's License

**Other Skills & Abilities:**

- Spanish language skills a plus
- Knowledge and experience in operations of a nonprofit organization
- Ability to organize and relate to groups of people from varied backgrounds
- Ability to work under pressure

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.</p>
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