



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I</b> <b>Head Start School Readiness/Home Based Services</b> <b>Head Start San Joaquin</b> <b>Educational Services</b>	<b>#6122</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 8</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Head Start San Joaquin Director, manages and implements all services related to the Head Start San Joaquin home-based program option. Responsible for successful delivery of comprehensive services, including education, health, family support, nutrition, mental health, and other services as appropriate for enrolled children and families. Supervises, trains, coaches, and evaluates staff to ensure necessary skills and knowledge to reach the ultimate goal of preparing children for school and facilitate a successful transition to kindergarten. Monitors education, health, and family services ensuring all services and functions are completed with quality and in accordance with Head Start Performance Standards, California Health and Safety Codes, SJCOE Head Start San Joaquin (HSSJ) policies and all other state, local and federal guidelines.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Early Childhood Education or a related field.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two (2) years of work experience in supervision and/or administration of childcare and education programs, including one year of supervision related to family or health services in home-based settings. Possess a Master's Degree in Child Development/Early Childhood Education or related field.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Knowledge of applicable laws, codes, and regulations including federal and state regulations and policies that apply to Head Start and Early Head Start as well as theories, principals, and techniques related to the delivery of home-based services. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of early care and education requirements including: the Child Development Permit Matrix, and Titles 5 and 22. Possess a California Multiple Subject Teaching Credential, Site Supervisor, or Program Director Child Development Permit and/or equivalent experience that demonstrates an expertise in working with early education programs, organizations, and/or the business community. Knowledge of local community organizations and resources for low-income families, especially for those residing in rural areas.

### **DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.

2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities. Represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Provide oversight as related to day-to-day operation and delivery of early care and education services for the HSSJ home based program option, assuring compliance with Head Start Performance Standards and all other pertinent regulations, policies, and procedures.
15. In collaboration with HSSJ team, develop and implement a staff and parent training plan to meet assessed and expressed needs of staff and parents.
16. Plan and oversee the implementation of activities to involve parents to the greatest degree possible in accordance with Performance Standards and program policies and procedures.
17. Provide advice and guidance to Head Start San Joaquin educational partners implementing home-based program option to ensure quality compliant services are delivered to enrolled families.
18. Develop and implement a system for ongoing monitoring, including review of child files and data reports to maintain compliance in the areas of education, family services, health, and nutrition.
19. Conduct regular and frequent observations of home visits and socializations to assure quality and compliance and to support achievement of goals and objectives.
20. Collaborate with eligibility, recruitment, selection, enrollment, and attendance team to ensure full enrollment and a minimum of 85% average attendance at home visits and socializations; completes research and analysis of causes for attendance issues; develop strategies for improvement based on data reports; share information and strategies for implementation with home-based parent educators.
21. Coordinate with HSSJ health team to complete health screenings and other health requirements as defined in established policies and procedures; review health screening and related data; consult with data analyst and health, disabilities, education, family/community engagement and training/technical assistance team to address health related issues, as necessary.
22. Oversee transition activities into Early Head Start, from Early Head Start to Head Start and from Head Start into elementary school or other early education settings.
23. All other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.