

Greene Lamp Job Description

Title: Early Head Start Compliance Specialist
Program: Early Head Start
Department: Education
Reports to: Early Education Administrator/ Program Director

Basic Function:

Assist with the implementation and compliance of the Education Plan in the Early Head Start Program in accordance with the Head Start Performance Standards and NC Child Care Law.

Ensure quality education, family development, health and disability services are provided for enrolled children in all Early Head Start classrooms.

Details of Duties and Responsibilities:

Site Visits/Monitoring:

Develops and maintains close working relationships with Child Care.

Observe to ensure NC Child Care and Early Head Start regulations are followed: (to include but not limited to):

- Proper handwashing, (observe each visit)
- Child staff ratio, (observe each visit)
- Positive staff child interactions(observe each visit)
- Lesson plans have correct date and are being implemented (curriculum implementation; activities age-appropriate) (observe each visit).
- Observe for safety measures outlet covers; gloves; hairnets, etc. (spot check some each visit rotate).
- Check proper storage and documentation of medication (check monthly).
- Teachers are sitting with children at mealtimes and all other times (observed depending on time of day at least 2 x month).
- Observe proper diapering/toileting procedures etc. (observe monthly unless concerns).
- General cleanliness of room (observe each visit)
- Center Fire Drills completed monthly (check monthly)
- Lockdown and Tornado drills completed every 3 months (check every 3 months)
- Observe interactions with parents, co-workers; encourages parents to participate Complete this by making site visits at various times of the day observe this 2 x month.
- Observe outdoor play and environment a minimum of 1xmonth; ensure all safety measures are being followed and children are outside 1 hour per day weather

permitting. Trikes being utilized with helmets, teachers by equipment utilizing active supervision.

- Collect information from teaching staff (in-kind, lesson plans, etc.).
- Will handle basic concerns on site, complaints (minimum) and concerns will be documented and staffed with EHS Compliance Coordinator.

Best Practice:

- Demonstrates age and developmentally appropriate techniques to teaching staff in EHS classrooms.
- Models and assists teachers in developing transitions.
- Shares/models with teaching staff methods for implementing curriculum/lesson plans in the classroom with fidelity.
- Assists teaching staff with how to handle behaviors, mealtimes, scheduling, etc..
- Provides support and feedback to teaching staff.

Compliance and Monitoring:

- Monitors Child Care Partner Sites utilizing DCDEE website- (check monthly).
- Implements record checks at least once a month (2 staff folders, 2 student folders).
- Completes File Review for all children in Early Head Start sites (2x a program year – October/March).
- Ensures Staff qualification monitoring once a month (CRC, TB Skin Test, Physical) Create Excel Spread sheet to combine Center Based/CCP's .
- Reviews Center Emergency Preparedness Folders and kit (1 x month).
- Assists with payment request and attendance according to contract.
- Assists with staff recruitment for child care partners to ensure staffing.

Education Advisory Committee:

- Serves as a member of the Education Advisory Committee that meets Fall, Winter, Spring and Summer.
- Participates in discussion with the Committee, inclusive of all area representatives and community representatives to include public school staff on ways to improve children's outcomes prior to their transition to school.

Early Head Start Meetings:

Attends and assists with monthly Early Head Start meeting and Director's Forum by helping select topics, gathering information, creating handouts, copying, creating sign in sheets and facilitating training.

Budget:

- Follows agency guidelines regarding purchases.
- All purchases approved by Early Education Administrator and Senior Program Director.
 - Ensures purchases are applicable, allowable and reasonable for program operation.
 - Completes necessary paperwork and adheres to agency timelines set by the Finance office.

Multi-disciplinary Team:

- Serves as a co-lead staff for the Early Head Start component of the Multi-disciplinary team that meets monthly and offers input regarding the children's well-being and development.
- Collects multi-disciplinary forms from all Early Head Start classroom teachers and compiles it to share with all service areas. Arranges and facilitates meeting in collaboration with Head Start Education Specialist. Documents items deemed needing follow up, responsible person and reviews them at next meeting.

Staff Training:

- During pre-service and throughout the year assists with required training for teaching staff. (Such as but not limited to The Head Start Early Learning Outcomes Framework Ages Birth to Five, developmentally appropriate practice, staff child interactions, and numerous trainings related to teacher responsibilities.)
- Provides input regarding training events and assists with locating trainers.
- Assists in facilitating and arranging monthly staff meetings for all Early Head Start teaching staff.

Education Plan:

Provides input annually regarding the Education Area plan as requested by Early Education Administrator.

Additional Education Duties

- Assists with developmental screenings during the Summer Screening by completing assessments on children, assisting parents with paperwork and other duties as assigned. Will also assist teaching staff at the beginning of the program year with children who did not attend summer screenings.
- Assists with grant writing responsibilities for the area.
- Works with and encourages teaching staff and parents to acquire in-kind.
- Assists the Education Area as needed through ongoing support and/or when called upon.
- Attends and participates in monthly Education Area meetings, Management Team meetings and Supervisor meetings.
- Submits a weekly projected schedule to the Early Head Start Compliance Coordinator each Friday for the following week.
- Remains current with NC Child Care Law and OHS guidelines.
- Assists with recruitment and interview process for new staff for center based services.

- Seeks opportunities to increase knowledge of Early Childhood /Head Start/Early Head Start through training, webinars, and networking.
- Maintains confidentiality as it relates to children, families and staff.
- Assists with recruitment of volunteers.
- Overnight and out of state travel required for staff development.

Additional Agency Requirements:

1. Establishes and maintains open working relationships with the community, agency staff and administrators.
2. Understands and follows lines of authority.
3. Understands Employee Handbook.
4. Establishes and maintains a public image that will reflect positively on individuals, the program and the agency.
5. Provides continuous follow up.
6. Performs additional duties as assigned.
7. Internet access is to be used for educational, research, assessment, documentation and other work-related tasks/purposes. Other uses of agency resources are to be considered inappropriate and are not allowed.

TELECOMMUTTING ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule.

1. Modifies and adheres to all aforementioned job duties in respect to the implementation of all governing officials and mandates applicable to the emergency or disaster.
2. Attends and participates in virtual professional development training opportunities. Maintain updated training log in personal staff folder.
3. Responsible for attending any and all staff meetings, agency meetings and other scheduled meeting relevant to position and required by the agency.
4. Maintain daily, consistent and routine communication with supervisor or management staff via telephone contact, email, text.
5. Adhere to altered work schedules to include but not limited to mornings, afternoons and evening as needed.
6. Assist with maintaining, (putting away and packaging) center and classroom supplies, preparing meals, cleaning classrooms and center, food drive and other agency functions as needed.
7. Responsible for conducting virtual classroom monitoring visits and providing feedback, recommendations and follow up with Teaching staff and direct Supervisor.

Works Closely With:

Early Head Start Teaching Staff
Early Head Start Child Care Partners and staff
Program Participants
Agency Staff
Senior Program Director
Assistant Director
Community Agencies

Qualification Criteria:

BA Degree in Early Childhood Education or Child Development
Classroom experience
Criminal Record Check
TB test /Annual Physical
Salary Range: Grade VI

STAFF ACKNOWLEDGEMENT:

I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

DISCLAIMER: The job description doesn't imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible.