



JOB DESCRIPTION

<u>JOB TITLE:</u>	EHS Compliance Coordinator
<u>SUPERVISOR:</u>	Early Head Start Director
<u>GENERAL WORKING HOURS:</u>	Monday through Friday - 8:30 a.m. to 5:00 p.m.
<u>WORK STATION:</u>	Early Head Start Administrative Office and Field

PERFORMANCE EXPECTATIONS

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| <ul style="list-style-type: none"> ● Regular and on-time attendance ● Ability to take on and start new initiatives ● Ability to work on an effective team ● Desire to support children and families through high-quality early education and child development services ● Respect for diverse families ● Strives for goal-oriented team management ● Effective communication skills ● Skilled use of PC or Mac Operating Systems and Microsoft Office programs ● Policy and procedures driven | <ul style="list-style-type: none"> ● Skilled in data analysis ● Promote children’s cognitive, social and emotional growth ● Assist EIC and EHS in building community engagement, partnerships, and awareness to empower children and families ● Demonstrate consistent professionalism ● Provide outcome driven supports for family and child learning experiences that promote school readiness ● Create Program Improvement Plans |
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DUTIES AND RESPONSIBILITIES

- Work closely with Area Manager, Education Coordinators and Specialists to plan and implement a comprehensive, multicultural, anti-bias program for children and families
- Work closely with Program Service Managers, Coaches and Director to plan and implement effective training programs for staff and parents to increase knowledge, skills and experience in child growth and development
- Applies attention to detail and ability to identify trends emerging from data across centers
- Ability to lift and/or move objects or materials up to 30 pounds.
- Monitors center and/or provider homes using Quality Assurance Tools to ensure program compliance with Head Start Performance Standards
- Monitors centers in the assigned area by conducting regularly scheduled and unscheduled visits
- Provides orientation and training to staff
- Monitors the ongoing Family Partnership Agreement process, the assessment process and the program curriculum within each classroom in the assigned area

- Ensures all children (infants and toddlers) meet eligibility criteria and monitors on-going recruitment activities
- Ensures each center establishes and maintains records and files in compliance with confidentiality requirements
- Participates in the annual program review using the Head Start Program Review instrument
- Monitors the program for compliance with CACFP regulations completing one third of annual visits and necessary follow-ups in service area
- Monitors the required screening and ongoing assessment of children as required by Early/Head Start Performance Standards
- Ensures daily the overall program quality offered at the center level and Child Care Partnerships adhere to all state laws and licensing regulations, the Federal Head Start Performance Standards, EIC personnel policies and procedures and instructions from the Area Manager
- Monitors Early Head Start Mental Health component services in centers, Child Care Partnership centers and homes and with center staff
- Ensure the program's transition plan for children and families is implemented
- Keeps the Area Manager informed of any problems or concerns related to the operation of centers and provides reports on a monthly basis to the Area Manager
- Observes instructional staff guidance techniques with children and offers support when appropriate
- Creates program monitoring and program improvement plans with the Early Head Start Director
- Suggests and supports a Health/ERSEA monitoring plan for paper and electronic records
- Ensures monitoring occurs at assigned sites on a regular basis
- Provides documentation of monitoring to Program Director and Early Head Start Managers
- Analyzes data and trends and prepares reports to reflect problematic areas
- Recommends training regarding compliance
- Provides additional training for new hires in ChildPlus data entry at assigned sites
- Assist with enrollments and recruitments as assigned
- Meets monthly with the monitoring team to review compliance and provide a plan for training centers
- Monitor and report on the compliance of CLASS and Teaching Strategies Gold assessments

OTHER AREAS OF MONITORING

1. Develop and maintain Staff Professional Development files for all teaching staff
2. Maintain updated files at the Administrative Office
3. Assist with monitoring end of the month reports and forms
4. Make center visits
5. Attend local and out of area workshops
6. Support all Early Head Start Service Areas
7. Submit Reports in a timely manner
8. Consult and attended periodic meetings with the Early Childhood Development Specialist

DESIRABLE SKILLS AND QUALIFICATIONS

1. Ability to plan and organize
2. Considerable knowledge of Early Head Start policies and procedures
3. Ability to disaggregate data to drive corrective program actions
4. Possess strong coaching and training skills
5. Ability to accept supervision
6. Ability to delegate responsibilities appropriately
7. Ability to be objective in decision making
8. Maintain CLASS Reliable Certification

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Early Education or related field including experience in program development

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