



Tri-County Community *Action* Partnership Position Description

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| Position Title: Program Manager | |
| Department: Child Care Partnership/Early Head Start/Head Start | Status: Non-Exempt |
| Pay Grade: | Location: Little Falls |
| Position Reports to: P-5 Head Start Director | |

Mission Statement

“TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary:

The Program Manager works closely with the Head Start Director in providing leadership in planning, designing, implementing, and evaluating program systems. This position works with licensing throughout the three-county area, ensuring that compliance is maintained program wide. The position also works with Child Care partners to ensure quality services are being provided throughout the program. The Program Manager will assist the Director with grant management.

Primary Duties - All TCCAP staff are required to actively recruit families for agency programs.

Monitoring, Compliance, Evaluation and Assessment.

- Review and Monitor Monthly Supervisor reports
- Observe Supervisor meetings at a minimum of twice a year and provide feedback.
- Provide on-going professional development through, role modeling, mentoring, and training.
- Oversee and compile DHS licensing applications, renewals, necessary forms and visits.

Systems Evaluation and Development.

- Develop and maintain policies and procedures in accordance with the Head Start Performance Standards and applicable laws and regulations.
- Collaborate with state and community partners enhance TCCAP services.
- Ensure consistency in services delivery encouraging continuous improvement.
- Participate in regular meetings ensuring good communication.

Supervise staff as assigned, including the priorities and performance of the staff, by recruiting, training, supervising and evaluating personnel.

- Provide training and education to staff, including workshops and manuals.
- Oversee employee scheduling levels for optimal service.

Assist with special projects/innovative grants as assigned by the Head Start Director.

- Attend conferences, meetings and trainings as needed or requested.
- Oversee Pathway II funding, enrollment, and reporting.

Administer ChildPlus

- Review and modify security rights to ensure that access is based on need to know.
- Review and keep staff information current and updated.
- Run reports to ensure that PIR information is being addressed.

Qualifications

- Bachelor's Degree.
- Proficient with various computer programs.
- Good writing and oral communication
- Two or more years of professional level experience supervising staff.

Physical Requirements

- This position includes medium physical work, lifting to 50 pounds with frequent lifting/carrying of objects weighing up to 25 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity, visual acuity and abilities needed for computer keyboarding, office equipment usage, reviewing detailed reports, information analysis, etc.
- Ability to work occasional nights and weekends to support families, staff and community events.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date