



DATE	June 7, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Personnel Committee Agenda

1. Call to Order

2. Roll Call

Maritza Jimenez (Chair)
Nila Hogan

Jonathan Mullings
Guadalupe Perez

3. Public Forum

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. New Business

a. Head Start Personnel Update – **Info Item (Verbal Report)**

Jerry Meade, Assistant Director of Head Start, Program

b. Head Start Division Reclassification of Job Descriptions –
Action Item (p. 2-40)

Jerry Meade, Assistant Director of Head Start, Program

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
August 2, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, June 2, 2023. Margaret Frazier-Sanchez, Assistant to the Director of Human Resources.



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program

Date: June 7, 2023

Subject: *Agenda Item 4(b)*: Head Start Division Reclassification of Job Descriptions
– **Action Item**

The Head Start/State Child Development Division has updated job descriptions to align with the reorganization approved by the Board of Directors in March 2023. The updated job descriptions allow for consistency in language within each classification, as well as update antiquated language and incorporate new job descriptions for new positions that will allow for succession planning.

According to the reorganization (as revised), the positions below have been added or revised. The Head Start/State Child Development Division worked closely with the Human Resources Department on these changes and collaborated to ensure consistency with like positions within CAPK. The grading of the job descriptions aligns with the approved CAPK Compensation Schedule.

Position Title	Proposed Changes	Current Grade	New Grade
Attendance Specialist	New Position: Assuming the responsibilities of the former CACFP Coordinator. Focus on CACFP and monthly reporting to the finance department.	N/A	8 (\$21.09-\$31.61)
Data Analyst Supervisor	New Position: Focus on supervising Quality Assurance Technician and acts as a liaison with vendors, departments, and public and private agencies. The Data Analyst Supervisor will report to the Quality Assurance Administrator.	N/A	9 (\$24.21-\$36.36)
EHS Partnership Supervisor	New Position: Responsible for the Partnership program and will report directly to the Education Manager.	N/A	9 (\$24.21-\$36.36)
Professional Development Coordinator	New position. Primary focus will be staffing for the Head Start/SCD.	N/A	8 (\$21.09-\$31.61)

Enrollment Supervisor	Revised Position: Focus on supervising Enrollment Coordinator, as well as current enrollment technicians and specialists.	9 (\$24.21- \$36.36)	N/A
Family Engagement Supervisor	New Position: Responsible for the family engagement program and will report directly to the Support Service Manager.	N/A	9 (\$24.21- \$36.36)
Health and Nutrition Supervisor	New Position: Responsible for the Health and Nutrition program and will report directly to the Support Service Manager.	N/A	9 (\$24.21- \$36.36)
Maintenance Manager	New Position: Focus on supervising Maintenance Technicians and will report directly to the Assistant Director in San Joaquin County.	N/A	10 (\$27.88- \$41.80)
Wellness and Inclusion Supervisor	New Position: Responsible for the Wellness and Inclusion Program and will report directly to the Support Services Manager.	N/A	9 (\$24.21- \$36.36)

The fiscal impact is marginal as these positions align with previously budgeted positions prior to the reorganization. The Head Start leadership team has been working in conjunction with the Finance Division to ensure the positions present are within the Head Start budget. As the reorganization continues, a budget revision will be presented to the Board, if necessary. The implementation of the reorganization, including the positions included in this presentation, will be in July 2023.

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be placed in supervisory position that will increase their knowledge base and provide experience in order to have the ability to promote within the organization.

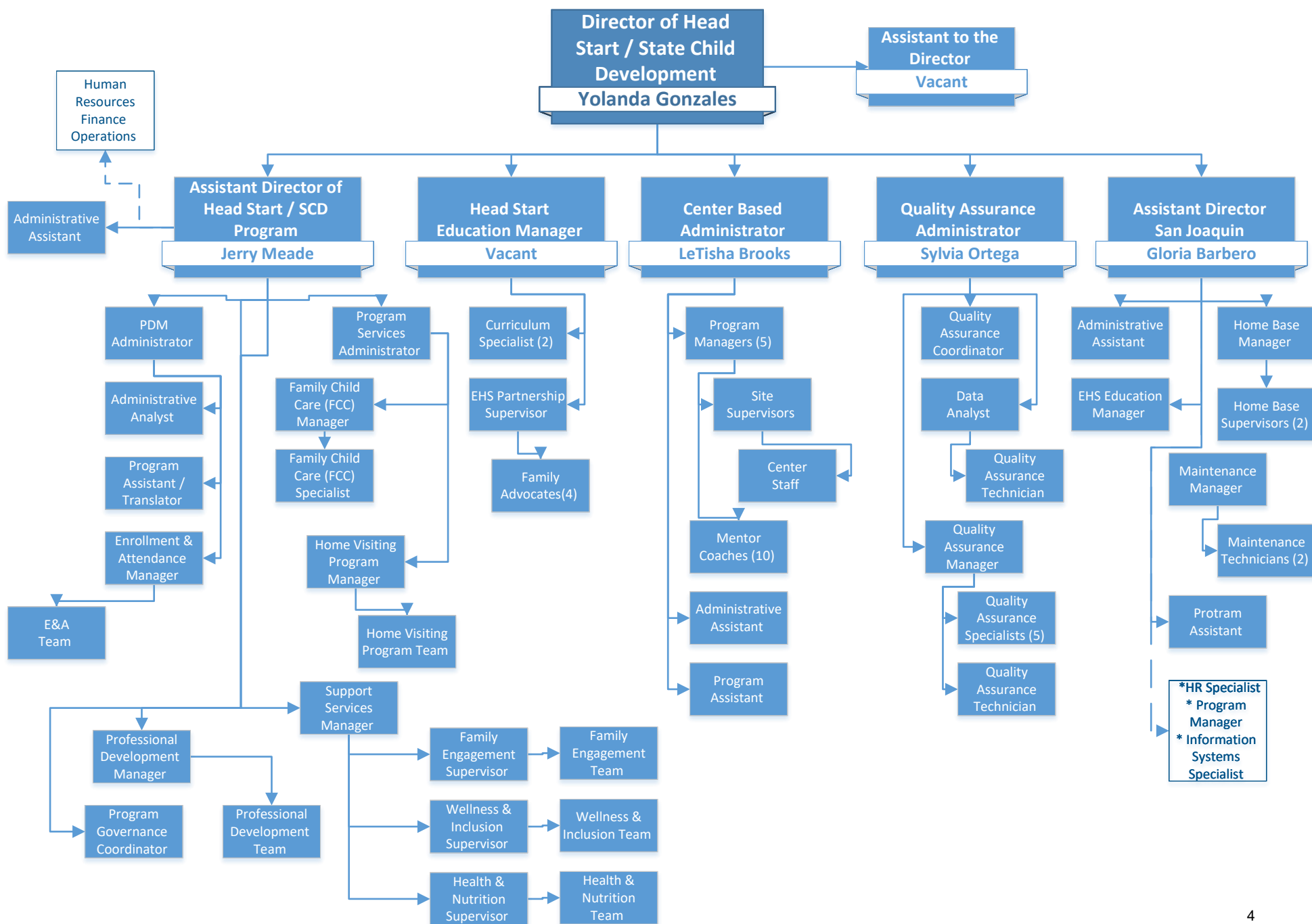
Recommendation:

Staff recommends the Personnel Committee approve the above-mentioned revised Head Start job descriptions.

Attachments:

Head Start Organizational Chart
Attendance Specialist Job Description
Data Analyst Supervisor Job Description
EHS Partnership Supervisor Job Description
Enrollment Supervisor Job Description
Family Engagement Supervisor Job Description
Health and Nutrition Supervisor Job Description
Maintenance Manager Job Description
Professional Development Coordinator Job Description
Wellness and Inclusion Supervisor Job Description

Head Start / State Child Development Programs





Attendance Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a jobclass. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under supervision of the Attendance Supervisor, the Attendance Specialist performs duties related to preparing, processing, maintaining, and reviewing attendance and Child and Adult Care Food Program (CACFP) statistical or fiscal documents and records. Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the Attendance Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides direct monitoring and auditing of reports generated by Attendance Technicians. Maintains a strong understanding of Child and Adult Care Food Program (CACFP), Head Start Program, Performance Standards (HSPPS), California Code of Regulations Title 5 (CDE), and Title 22 (Community Care Licensing).
- Maintains a computerized database management system for Head Start, Early Head Start, and state programs which includes, but is not limited to, completing, entering, updating, and auditing sign-in and sign-out sheets.
- Responsible for aggregating attendance data to complete monthly claims.
- Tracks and monitors all areas of attendance data for federal and state programs to ensure an error-free audit and reviews.
- Reviews various fiscal documents, reports, and payments for accuracy and completeness.
- Supports the preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors, Policy Council, Head Start Regional Office, CDE, CACFP and the finance department.
- Assists with audits and federal/state reviews.
- Monitors for compliance with internal controls.
- Assist in compiling periodic, monthly, and quarterly fiscal and statistical reports.
- Conducts training for center staff as required.
- Enter all information necessary in the designated database to ensure agency compliance with all funding sources.
- Communicate effectively with agency vendors and Central Kitchen staff to ensure meals are



provided to each child at each center.

- Provides technical support to staff in related attendance, CACFP, and administrative areas.
- Performs Attendance Technician duties as needed.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Deal with conceptual matters
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively verbally and in writing.
- Demonstrate and apply good interpersonal skills.
- Attend evening and weekend meetings.
- Establish professional working relationships with staff, agencies, and parents.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is required.
- Bachelor's degree from accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is preferred.
- Two (2) years working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.



OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Attendance Specialist				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)				
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	
LIFTING		CARRYING		



	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVE R 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs		X			X	
76-100 lbs	X			X		
100+ lbs	X					

DRAFT



Data Analyst Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Quality Assurance Administrator, the Data Analyst Supervisor will oversee program data collection functions and data management processes and systems, prepares routine and comprehensive assessment reports for the Head Start and State Child Development programs, as well as the supervision of the Quality Assurance Technicians. Assist in the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, federal and state regulations, funding source requirements, and policies/procedures.

SUPERVISION RECEIVED:

Receives supervision from Quality Assurance Administrator

SUPERVISION EXERCISED:

Quality Assurance Technicians

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develops and maintains a database and document related to all monitoring, community assessment activities, assessment(s) of children and CLASS, and prepare such reports for presentation and analysis to management, Board of Directors, and Policy Council.
- Analyzes and makes recommendations for program information systems, data processing, and computer-based office services, plans, designs and implements new and/or modified systems that promote increased efficiency.
- Provides technical direction and assistance to staff engaged in the resolution of complex and technical problems, system modification or upgrades.
- Oversees the planning, development and implementation of automated systems, technologies, and solutions and communicates status of projects to users and project participants.
- Acts as a liaison with vendors, departments, and public and private agencies.
- Identifies the need for staff development and training and conducts user and department system training as required.
- Acts as a major resource in the preparation and analysis of advances planning activities, advising in areas of technology, and projecting current data.
- Researches, evaluates, recommends, and provides leadership in implementing technology to program and leadership staff.



- Collects, analyzes, interprets, and summarizes data in preparation to produce qualitative and quantitative routine progress reports.
- Troubleshoot problems with the data collection systems, including concerns related to relevant database applications.
- Analyze the outcomes of assessments for children, classrooms, parent surveys, staff observations (CLASS), Preschool Language Information System (PLIS), and the annual Program Information Report.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
- Is proactive in the effort to recruit and enroll families that qualify for Head Start programs.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Supervisory principles and practices
- Experience working with adults and children.
- Conducting developmental assessments of children.
- Departmental and agency policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations.
- Data collection.

Ability to:

- Create professional, comprehensive, and informative charts and/or graphs.
- Prepare clear and concise reports.
- Exercise the reflective supervision process, analyze problems, and identify alternative solutions.
- Maintain client dignity and ensure confidentiality.
- Plan, organize, and allocate resources.
- Work collaboratively as part of a team.
- Communicate effectively verbally and in writing.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.



- Effectively organize and prioritize assigned work.
- Effectively communicate with community members, managers, agencies, and families, individually and in group settings.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree with emphasis in computer science or related field, and/or two years of progressive job-related experience with demonstrated competence to conduct comprehensive research studies and analytical projects.
- Bachelor's degree from any accredited college or university in computer science, or related field desired.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.
- Minimum three (3) years of experience working with computers and data analysis.
- Two (2) years of supervisory experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Data Analyst Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X



Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Early Head Start Partnership Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Education Manager, provides oversight and support to Early Head Start Child Care Partnerships (EHS CCP). Implement short term and long-range planning for service delivery, monitoring, and training. Assist in managing the Partnership staff with the integration of all content areas into the day-to-day program. Ensure all performance standards for education, nutrition, mental wellness, inclusions, health, and family engagement are in full compliance with all aspects of Early Head Start state and federal regulations. Administer effective communication among administration leadership, staff, families, and community collaborators.

SUPERVISION RECEIVED:

Receives supervision from the Education Manager.

SUPERVISION EXERCISED:

Supervision of Family Advocates

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for the oversight and support of full compliance of required regulations, performance standards, and responsibilities as written on agreements of childcare partnerships.
- Completes on-going reports based on measurable and objective criteria and related to the program service area plans and goals, transitions, enrollment, and on-going trainings.
- Works with the Education Manager to ensure budget and expenditures are in full compliance with grant requirements.
- Works with Education Manager to monitor grants and budget to actual. Reports to the Board and Policy Council monthly.
- Evaluates performance, provides mentoring, coaching, and necessary disciplinary action for assigned staff.
- Oversees and provides support to ensure delivery of services in all functional areas, utilizing internal and external resources to provide supplies and medical, social, mental health, educational, and special services as deemed appropriate.
- Conduct ongoing monitoring site visits to ensure compliance of all daily operation.
- Implements and maintains monthly management team meetings comprised of all comprehensive service areas.
- Responsible for responding to non-compliance reports and the completion of corrective action plans.



- Provides monthly comprehensive reports to the Education Manager of all performance standards and Head Start Act as it relates to the partnership and the grant.
- Works closely with the Enrollment and Attendance Team to ensure full enrollment.
- Works in partnership to support service managers and Education Manager to implement school readiness and family engagement framework.
- Ensures that effective communication is maintained between the Partnership and Head Start leadership.
- Oversees the implementation of all required assessments and screenings are completed in a timely manner.
- Manages the coordination of professional development and mentor coaching.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Head Start Programs.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Conducting developmental assessments of children.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Agency policies and procedures.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations
- Supervisory principles and practices

Ability to:

- Maintain client dignity and confidentiality.
- Exercise the reflective supervision process, analyze problems, and identify alternative solutions.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate professional interpersonal skills.
- Work collaboratively as part of a positive team.
- Work independently
- Prepare clear and concise reports.
- Attend evening and weekend meetings.



- Exercise sound, independent judgment within general policy guidelines.
- Establish professional working relationships with staff, agencies, and parents.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from any accredited college or university with major in one of the following disciplines: early childhood development, education, human development, or related field required.
- Bachelor's degree from any accredited college or university with major in one of the following disciplines: early childhood development, education, human development, or related field preferred
- Program Director's permit desired. At minimum, must possess a valid Site Supervisor permit issued by the Commission for Teacher Preparation and Licensing.
- Minimum of two (2) years supervisory experience.
- One (1) year of direct experience in social service or similar programs required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have completed a First Aid/CPR certificate or will obtain one within 90 days of employment.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE EHS Partnership Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS



Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Enrollment Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Enrollment and Attendance Manager, the Enrollment Supervisor is responsible for the oversight and management of the eligibility, recruitment, selection, and enrollment of the HS/SCD Division. The Enrollment Supervisor provides management and oversight of the Head Start and California Department of Education (CDE) state contracts enrollment requirements through an auditing and monitoring process completed by the enrollment department to mitigate fraud risks. Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the Enrollment and Attendance Manager.

SUPERVISION EXERCISED:

Direct supervision of Enrollment Coordinator, Enrollment Specialists, and Enrollment Technicians.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Ensures full enrollment is always maintained.
- Provides guidance and ensures compliance on procedures and overall department production related to eligibility, selection, recruitment, and enrollment.
- Conducts department performance evaluations through a scheduled monitoring, reporting, and audit process that is data driven.
- Develops staff training from data outcomes that is delivered through on-site consultation, coaching, and mentoring of staff, and group trainings that includes measurable criteria leading to quality outcomes.
- Identifies and implements strategies to ensure consistency in process and compliance of departmental procedures.
- Ensures eligibility criteria and selection processes are implemented according to regulations and funding requirements.
- Ensures documentation for eligibility and certification is accurate and in compliance according to funding sources, prior to enrollment.
- Collaborates with Attendance, Program Staff, Support Service Staff, other departments, and community members as appropriate.
- Supervises recruitment, including planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with



community partners, and other recruitment activities to ensure compliance for the program.

- Provides technical and procedural assistance and training to administrative and program staff on ChildPlus.net and NoHo.
- Assists with audits and funding source reviews.
- Monitors for compliance with internal controls.
- Assists with developing, maintaining, and updating written policies and procedures as needed.
- Performs Enrollment Coordinator, Enrollment Specialist and Enrollment Technician duties as needed.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as assigned, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Age and developmentally appropriate education practices for children age 0-5.
- Reflective supervision process, analyze problems, and identify alternative solutions.
- Experience working with adults and children.
- Conducting developmental assessments of children.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Agency policies and procedures.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:

- Ensure confidentiality.
- Reasonably obtain knowledge of Agency policies and procedures.
- Able to deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate professional interpersonal skills.
- Work as a positive team member.
- Work independently
- Prepare clear and concise reports.
- Attend evening and weekend meetings.



- Exercise sound, independent judgment within general policy guidelines.
- Establish professional working relationships with staff, agencies, and parents.\
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree with emphasis in business administration, accounting, or related field.
- Bachelor's degree from accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is optional.
- Three (3) years working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.
- Two (2) years of supervisory experience. Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Enrollment Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X



Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Family Engagement Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.sa

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Support Services Manager, the Family Engagement Supervisor is responsible for assisting in the development and planning of a comprehensive Head Start and Early Head Start program, including providing supervision, leadership, training, and technical expertise for program staff. Responsible for the ongoing monitoring, data collection, record keeping, planning, and supervision of assigned staff. Responsible for the overall compliance and requirements of all policies and procedures as outlined in the Performance Standards, Community Care Licensing and State Requirements in the Family Services Area.

SUPERVISION RECEIVED:

Receives supervision from Support Services Manager.

SUPERVISION EXERCISED:

Supervision of Family Engagement Content Area Specialists

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Ongoing research as it relates to best practices and strategies as they relate to both Family Engagement and Inclusions.
- Evaluate performance, provide training, mentoring, coaching, and any necessary disciplinary action as needed to support staff in the areas of Family Engagement and Inclusion.
- Oversees the Family Engagement and Inclusion assessment of Head Start / State Child Development participants and weekly collection of data necessary.
- Complete ongoing data monitoring, tracking, follow-up, and analysis of Family Engagement and Inclusion services to ensure analysis of department data is complete for annual reports, PIR, Self-Assessment, Attendance, Parent, Family and Community Engagement Outcomes, and School Readiness Goals.
- Ensure coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
- Coordinates referrals and follows-up with appropriate medical providers and/or LEA's to ensure that services for children are followed up and services are delivered as required by their IFSP or IEP as appropriate.
- Support staff with necessary modifications as needed to support the least restrictive environment.



- Update Family Engagement and Inclusion procedures, forms, and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
- Integrate Family Engagement and Inclusion education into children's curriculums.
- Attend and facilitate Inclusion committee meetings as required.
- Collaborate closely with all services areas to ensure holistic and quality services to children with inclusions and participation of family engagement.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs, including participating in recruitment events.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.

Ability to:

- Plan, organize, allocate and control confidential data and organizational resources.
- Exercise the reflective supervision process, analyze problems, and identify alternative solutions.
- Demonstrate professional interpersonal skills.
- Maintain client dignity and confidentiality.
- Work collaboratively as part of a team.
- Deal with conceptual matters
- Work under frequent time pressures or deadlines.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze administrative, operational, and organizational problems to evaluate alternatives and reach sound solutions.



- Communicate effectively verbally and in writing.
- Gather and analyze data.
- Establish and maintain effective working relationships, internally and externally.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from any accredited college or university in child development, health, or related field required.
- Bachelor's degree from any accredited college or university in child development or health related field preferred.
- Minimum three (3) years of experience in family services and disabilities or related field.
- Minimum two (2) years of supervisory experience.
- Experience working with young children and their families is highly desirable.
- Direct experience in managing government funded programs is highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Family Engagement Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	



Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Health and Nutrition Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Support Services Manager, the Health and Nutrition Supervisor is responsible for assisting in the development and planning of a comprehensive Head Start and Early Head Start program, including providing supervision, leadership, training, and technical expertise for program staff. Responsible for the ongoing monitoring, data collection, record keeping, planning, and supervision of assigned staff. Must ensure the overall compliance and requirements of all policies and procedures as outlined in the Performance Standards, Community Care Licensing, and state requirements in the Health and Nutrition Service Area.

SUPERVISION RECEIVED:

Receives supervision from Support Services Manager.

SUPERVISION EXERCISED:

Supervision of Health and Nutrition Content Area Specialists.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for the ongoing research as it relates to best practices and strategies, as they relate to both health and nutrition.
- Responsible for evaluating performance, providing training, mentoring, coaching, and necessary disciplinary action as needed to support staff in the areas of health and nutrition.
- Manages the Health and Nutrition assessment of Head Start/State Child Development participants and weekly collection of data necessary.
- Complete ongoing data monitoring, tracking, follow-up, and analysis of Health and Nutrition services, to ensure data is complete for annual reports, PIR, Self-Assessment, Parent, Family and Community Engagement Outcomes, and School Readiness Goals.
- Research State Immunization Registry records to update the data system to complete required State and CSBG immunization reports.
- Monitors all injury reports and follows-up on any trends and patterns, immediately ensure all reports and follow up to medical emergencies and communicable diseases are submitted timely to appropriate agency.
- Collaborate with community agencies and oversee the annual collection of agreements from dental providers and acquire Memorandums of Understanding regarding health services and payment plans as needed.
- In collaboration with staff and Dietician, responsible for reviewing referrals, special dietary needs, and follow up on plans of action for health and nutrition concerns.



- Ensures that nutrition and growth assessments, meal changes, and hematocrit and lead screenings are conducted and completed.
- Update Health and Nutrition procedures, forms, and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
- Integrate Health and Nutrition education into children's curriculums.
- Coordinates the Health and Nutrition Advisory Committees.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs, including participating in recruitment events.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations
- Agency policies and procedures.
- Regulations governing the administration of Head Start Program and State related programs desirable.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Departmental policies and procedures.
- Principles and techniques of training, program development, and operation.

Ability to:

- Plan, organize, allocate and control confidential data and organizational resources.
- Exercise the reflective supervision process, analyze problems, and identify alternative solutions.
- Demonstrate good interpersonal skills.
- Work collaboratively as a positive part of a team member.
- Work with conceptual matters
- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze and evaluate administrative, operational, and organizational problems.
- Alternative to reach sound solutions.



- Communicate effectively, verbally and in writing.
- Gather, analyze data, and report findings.
- Establish and maintain effective working relationships, internally and externally.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from any accredited college or university in child development, nutrition, or health-related field required.
- Bachelor's degree from any accredited college or university in child development, nutrition, or health related field preferred.
- Minimum three (3) years of experience in any Health/Nutrition related field.
- Minimum of two (2) years supervisory experience.
- Experience working with young children and their families is highly desirable.
- Experience working with government funded programs is highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must become a CPR/First Aid instructor within 90 days of employment.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Health and Nutrition Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X



Squatting			X			
Climbing	X					
Kneeling			X			
Crawling	X					
Twisting (neck)				X		
Twisting (waist)				X		
Is repetitive use of hand required?				X		
Simple Grasping (right hand)				X		
Simple Grasping (left hand)				X		
Power Grasping (right hand)			X			
Power Grasping (left hand)			X			
Fine Manipulation (right hand)				X		
Fine Manipulation (left hand)				X		
Pushing & Pulling (right hand)			X			
Pushing & Pulling (left hand)			X			
Reaching (above shoulder level)			X			
Reaching (below shoulder level)			X			
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Maintenance Manager (Non-Represented)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under general direction of the and the Head Start Assistant Director the maintenance manager does a variety of skilled and semi-skilled trades related to the construction/maintenance of buildings, grounds, and equipment, maintains related records, and ensures compliance with all required regulations.

SUPERVISION RECEIVED:

Receives supervision from the Head Start Assistant Director.

SUPERVISION EXERCISED:

Supervision of Maintenance Technicians II

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Monitors facilities work orders to ensure requests are appropriately handled and resolved in a timely manner.
- Maintains status, generates, closes, and ensures material cost and labor hours have been added in the work order system.
- Evaluates and prioritizes facilities work orders to determine assignments/scheduling in consultation with the Assistant Director.
- Consults with the Assistant Director to determine when projects should be contracted.
- Supervises and evaluates daily tasks completed by the Maintenance Technicians II.
- Provides training and ongoing support to the Maintenance Technicians II.
- Performs and/or schedules routine preventive maintenance (plumbing, electrical, and structural) to ensure proper and safe operation of the Agency facilities.
- Repairs carpentry, masonry, painting, etc. of equipment and facilities. Performs light carpentry (builds fixtures/cabinets, etc.) and paints exterior and interior surfaces.
- Organizes and maintains appropriate documentation for all facilities and maintenance jobs, projects, and equipment.
- Monitors and evaluates the quality and completion of jobs performed by contractors.
- Conducts ongoing facilities monitoring and provides reports to Assistant Director.
- Coordinates and/or performs routine emergency repairs and maintenance at all sites including evening and weekend emergency calls.
- Responds to evening and weekend alarm calls.
- Assists in the procurement of goods and services for the repairs and maintenance of



facilities.

- Prepares basic scopes of work and schematics for bidding purposes. Works with the Director of Operations and Fiscal Specialist to finalize bid packets and gains a full understanding of the requirements of the project.
- Meets prospective bidders at the site to conduct job walks.
- Collects proposals from prospective bidders and packages them for transmittal to the Fiscal Specialist and/or Director of Operations.
- Maintains daily written records of activities, mileage, log, purchase orders, receipts, etc.
- Conducts and attends meetings and training as appropriate.
- Performs other duties as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Vehicle maintenance/repair

Ability to:

- Deal with conceptual matters. Plan, organize, allocate, and control substantial resources.
- Communicate effectively.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High School diploma or equivalent.
- Five (5) years of work experience and verifiable knowledge of building construction and/or maintenance repair
- Two (3) years supervisory experience in building and/or construction/maintenance.



OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of a physical, substance abuse screening, TB, and all required vaccinations.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal to moderate in doing routine/preventative maintenance as well as physical/safety hazards in doing repair work.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Facilities Manager			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting		X	
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing		X	
Kneeling		X	
Crawling		X	
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	



Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75lbs		X			X	
76-100lb		X			X	
100lbs+	X					



Professional Development Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 8

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Professional Development Manager, the Professional Development Coordinator is responsible for developing and maintaining the Head Start and State Child Development Division's comprehensive professional development systems and leading the Professional Development department with monitoring staff development data. The Professional Development Coordinator will support Head Start leadership with evaluating the professional growth needs of the program, assisting with the implementation of Head Start/Early Head Start Performance Standards, federal and state regulations, Community Care Licensing regulations, funding source requirements, and policies/procedures as they relate to staff ratios and staff qualifications.

SUPERVISION RECEIVED:

Receives supervision from Professional Development Manager.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- In conjunction with Head Start leadership, develops and maintains Professional Growth Plan procedures.
- Provides guidance and documents course work, continuing education, certificates, and other Professional Growth opportunities for staff.
- Develops resources and partnerships within the community to facilitate professional development activities, e.g., colleges, universities, and other educational opportunities.
- Monitors staff qualifications as required by federal and state requirements.
- Ensures training event documentation and record keeping is current.
- Ensures compliance with the Head Start Performance Standards, Community Care Licensing requirements, and state funding terms and conditions.
- Write proposal and grant applications, including the development, oversight, and monitoring of the HS/EHS Training and Technical Assistance Grant.
- Interface with local schools and businesses to design and implement a range of public relations efforts to attract Early Childhood Education careers for staff, program parents, and volunteers while building public awareness of Head Start in our communities.
- Utilize a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information on



prospective, past, and current.

- Coordinates special program/agency events through effective project planning and assuming responsibility for the special event and/or activity.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Principles and techniques of training, program development, and operation.
- Problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, community partners, and parents.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from an accredited college in business administration, human resources development, education administration or closely related field required.
- Bachelor's degree from an accredited college in business administration, human resources development, education administration or closely related field preferred.
- Three (3) years' progressive administrative experience and community outreach in public or non-profit programs, or related field.



- Minimum two (2) years working in administration or related human resources experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the Department of Justice and the State Department of Social Services and Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Professional Development Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	



Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING				CARRYING	
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



Wellness and Inclusion Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Support Services Manager, the Wellness and Inclusion Supervisor is responsible for assisting in the development, planning, and delivery of services complies with all the pertinent regulations, as well as developing, present, and ensures implementation of training programs for staff, parents, and volunteers. Responsible for the ongoing monitoring, data collection, record keeping, planning, and supervision of assigned staff. Responsible for the overall compliance and requirements of all policies and procedures as outlined in the Performance Standards, Community Care Licensing and State Requirements in the Family Services and Disabilities Service Area

SUPERVISION RECEIVED:

Receives supervision from the Support Services Manager.

SUPERVISION EXERCISED:

Supervision of the Content Area Specialist-Family Wellness and Content Area Specialist-Inclusion.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide ongoing professional development through child development, role modeling, mentoring, and training that supports Parent, Family and Community Engagement Framework and School Readiness Agency Plan for staff and parents.
- Develop, arrange, and schedule Family Education Trainings.
- Identify and provide family services to parents, staff, consultants, community partners, policy council as requested, including new hire orientation and other mandated training.
- Analysis of a variety of data sources to facilitate consistent comprehensive quality program operations.
- Research Family Services (including Information Memorandums) to provide information and support to appropriate staff.
- Collaborate with Content Area Specialist, Education Manager, Program Managers, and Mentor Coaches to provide monitoring, training and/or intervention.
- Collaborate with management to ensure regulations are being followed and create and implement appropriate monitoring systems and reports to include service area plans, and goals and objectives.
- Collaborate with community agencies to ensure services to families are met, including mental health.



- Ongoing research into mental health trends to provide the latest strategies and techniques to appropriate staff.
- Assist with facilitating Policy Council and parent committees in communicating with parents to ensure that they understand their rights, responsibilities, and opportunities in the program and to encourage their participation in the program and volunteer their services for in-kind.
- Responsible for assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, State and Federal regulations, funding source requirements, and policies and procedures.
- Model communication and interactions that respects all individuals and their languages, abilities, religions, and cultures.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Conducting developmental assessments of children.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Agency policies and procedures.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations

Ability to:

- Reasonably obtain knowledge of Agency policies and procedures.
- Exercise the reflective supervision process, analyze problems, and identify alternative solutions.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Maintain client dignity and confidentiality.
- Communicate effectively, verbally and in writing.
- Work collaboratively as part of a team me.
- Work independently.
- Prepare clear and concise reports.
- Attend evening and weekend meetings.



- Exercise sound, independent judgment within general policy guidelines.
- Establish professional working relationships with staff, agencies, and parents.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from any accredited college or university within one of the following disciplines is desired: Human Development, Family Development, Social Services, Psychology, and Sociology. Additional experience may be substituted for education requirements required.
- Bachelor's degree from any accredited college or university within one of the following disciplines is desired: Human Development, Family Development, Social Services, Psychology, and Sociology preferred. Minimum three (3) years of case management experience in family services with Head Start, Early Head Start, social service program, or related group work and community organizations.
- Minimum of two (2) years of supervisory experience.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Wellness and Inclusion Supervisor				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X



Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					