

SHASTA HEAD START CHILD DEVELOPMENT, INC

Family Child Care Partnership Specialist

Supervisor: Infant/Toddler Services Manager

Classification: Non-Exempt

Mission

Shasta Head Start is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Oversee day-to-day operations, oversight, and implementation of the Family Child Care Partnership Program (FCC), while ensuring effective policies and procedures to maintain high quality services in positive nurturing environments for children.

Essential Duties and Responsibilities

- Ensure full enrollment and waitlist in collaboration with Enrollment Manager and FCC Family Worker.
- Collaborate with community partners as needed to coordinate referrals of eligible families and educate partners about enhanced family child care services.
- Ensure that all enrolled children receive comprehensive, individualized services according to Head Start Performance Standards, including developmentally appropriate curriculum, screening and on-going assessment from FCC Provider.
- Maintain an organized record keeping and reporting system that ensures accurate information, data entry and timely follow-up and completion of Head Start child and family services and FCC Provider requirements.
- Provide supervision, guidance and evaluation to the FCC Family Worker.
- Verify initial and on-going compliance of FCC Providers based on FCC home observation and contract requirements including Community Care Licensing regulations, Provider education and Head Start Performance Standards.
- Ensure FCC Providers receive initial and on-going training based on Head Start Performance Standards, on-going monitors, direct observation, individual child needs or provider requests.
- Coordinate FCC Provider site visits, some of which are unannounced, once every two weeks or as needed for on-going monitoring, technical assistance, support, and to provide resources and ensure timely delivery of diapers and health or other required materials.
- Develop content, post information, and update FCC website in collaboration with the SHS technology department.
- Create Provider invoices for payment based on county reimbursement rates, daily attendance and individual Provider contracts.

Professional and Ethical Standards:

- Maintain confidentiality in accordance with SHS policy and legal requirements; respect and maintain rights and privacy of all staff, parents, children and CCP Providers.
- Perform job duties in a manner that is honest, timely, reliable and conscientious.
- Attend mandated training and meetings and seek out staff development opportunities.
- Work as a team member with staff and CCP Providers and maintain a positive work environment.
- Adhere to the NAEYC code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to write reports and correspondence, and read and interpret documents.
- Ability to perform basic math, and to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.
- Ability to mentor staff on child development, on-going assessment process, and best practices.
- Ability to organize and manage time effectively.
- Ability to travel throughout SHS catchment area.
- Ability to understand and apply applicable regulations, Performance Standards, Community Care Licensing and State of California requirements.

Education and Experience

Minimum

Bachelor's degree in Early Childhood Education or related field, including six units of Infant/Toddler Learning or WestEd Program for Infant/Toddler Care (PITC) certificate.

Certificates, Licenses

- Must have, or obtain within one year of hire date, a Child Development Permit at the Teacher level or higher.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title