

Southern Vermont Community Action (SEVCA)

JOB DESCRIPTION

Position Title: Child Care Services Manager/Practice-Based Coach

Effective date: 7/2018

Department: Head Start

Supervisor: Head Start Program Director

Job Classification: Salaried/Exempt; Full-Time

Job Objectives and Job Summary:

The Child Care Services Manager/ Practice-Based Coach is responsible for the overall planning and implementation of curriculum and classroom operations for the child care and extended day programs. The CCSM/PBC will be responsible for growing the child care program to the other Head Start centers and assisting us to become partners with school districts to participate in Act 166 funding, ensuring that we are meeting all requirements. The CCSM/PBC will support children and families needing the Child Care Financial Assistance Program (CCFAP) in completion of the application and maintaining certificates for payment of tuition. He/she will oversee billing to the state and creation of tuition invoices to families, as well as collection of payments. He/she will be a resource to Family Service and Health staff and other content area managers. The CCSM/PBC supervises the Lead Teachers, Teacher Associates and Teacher Assistants in the full day afternoon classrooms, alongside the Education and Disabilities Services Manager (EDSM) and Family Services Manager (FSM). The CCSM/PBC will also mentor up to five teaching staff selected through the program's Teaching Practices Needs Assessment.

Primary Functions:

- Work collaboratively with the FSM to develop and implement a Family Services and Mental Health Services plan for the families, staff and children in Head Start.
- Work collaboratively with the EDSM to develop and implement an Education and Disabilities Services plan for the families, staff and children in Head Start.
- Observe and supervise teaching teams for the full day afternoon classrooms monthly.
- Review monthly curriculum plans to ensure quality and individualization for children in the full day afternoon programs.
- Work collaboratively with the FSM to ensure the needs of all families are being met and staff understand their role in this process.
- Oversee the running of the full day child care program, including enrollment, staff scheduling, and child care billing.
- Complete billing for the Child Care program on a weekly basis, create bills for families and keep track of who has paid and what and how much each parent owes. Invoices will be sent out weekly to parents. Yearly summaries of amounts parents have paid for the year will be provided by the end of January.
- Maintain a classroom substitute list and oversee paperwork for substitutes, for the afternoon portion of the day.
- Attend meetings associated/related to Act 166 and ensure that centers participating in a contract with school districts for Act 166 funding are meeting all requirements.
- Prepare new centers for the meeting the Act 166 requirements, by ensuring staff meet the qualifications and Prequalified Applications are completed so HS can receive funding from the school district.
- Ensure the completion of the Pre-K application by families (for Act 166) and send to the appropriate Pre-K Coordinator for each school district.
- Submit monthly attendance to the appropriate Pre-K Coordinator.
- Work collaboratively with the EDSM to communicate with Pre-K Coordinators and attend Pre-K Collaborative Meetings.
- Work collaboratively with other Managers to ensure that a system is developed to track, organize and follow-up on referrals made on or for Head Start children.
- As part of the Management Team, review Internal Referrals and provide support and guidance to staff when needed.
- Attend trainings to remain current and up-to date in early childhood education and Head Start standards.
- Submit a monthly report to the Program Director by the 10th of each month.

Created:6/15/2016

Reviewed: 6/27/2017; __8_/10_/2018__; __/__/20__; __/__/20__

Updated: 6/27/2017; __8_/10_/2018__; __/__/20__; __/__/20__

- Attend meetings with other Education Managers and community members to share information about our program and remain updated in what is happening with other programs.
- Work collaboratively with the EDSM to complete interviews and new hire paperwork as described in the memo dated 9/12/05 for Teachers and Teacher Assistants.
- Meet monthly with the Head Start Director to share how your content area is doing.
- Ability to multi-task and prioritize.
- Work collaboratively with the EDSM to update Teacher, Teacher Associate, Teacher Assistant, and Substitute job description annually.
- Represent the program at local, state and regional meetings and conferences.
- Collaborate with the EDSM and appropriate school districts to provide public pre-kindergarten services.
- Ensure that a licensed teacher is hired for centers collaborating with school districts to provide public pre-kindergarten services.
- Participate in planning and facilitating training activities for staff, with other Head Start Managers.
- Fill in for Teacher/Teacher Associate/Assistant when all other alternatives have been exhausted.
- Work closely with the Management team to determine who will be in the Coach/Mentorship program for the program year. Establish a schedule of when meetings will be scheduled to meet with the staff selected and share general feedback of how things are going with “coachees” during Management Meetings.
- Other duties as assigned.

Job Standards/Accountability:

The CCSM/PBC reports directly to the Head Start Program Director. He/she will follow the Head Start Performance Standards, NAEYC Standards, Vermont Early Learning Standards, and the State of Vermont Early Childhood Program Licensing Regulations. The CCSM/PBC is expected to adhere to the standards set in the SEVCA Personnel Policies.

Working Conditions:

- This is a full-time, salaried position.
- The CCSM/PBC is based at the Head Start Management Offices on 107 Park Street in Springfield, and will also have a space at 15 Pine Street (Pine Street Preschool), but will travel to all extended/full day classrooms on a regular basis to provide support, guidance and supervision.
- There is frequent travel to other sites, meetings, and training. Carpooling is encouraged whenever possible.
- Training and continuing education may be supported in part by the program.
- An evaluation of employee performance will be performed annually.

Qualifications:

- A Baccalaureate or advanced degree in early childhood education is required for the position.
- Ability to communicate effectively with others (both verbally and written), including giving and receiving feedback on the quality of services.
- Experience with the Child Care Financial Assistance Program (CCFAP)
- Experience providing staff training and development, including on-site consultation, coaching, and mentoring to other staff.
- Completion of the Practice-Based Coaching Training offered by OHS.
- Experience supervising others.
- Experience planning and implementing a preschool curriculum.
- Experience working as part of a team.
- Valid driver’s license and appropriate insurance coverage.
- Ability to maintain confidentiality regarding children, families, and staff at all times.
- Positive attitude