

College of Southern Idaho Head Start/Early Head Start  
JOB DESCRIPTION

JOB TITLE: Children's Services Specialist  
SALARY LEVEL: K

LAST UPDATE: 2013  
REPORTS TO: Director

MISSION STATEMENT:

This position is responsible for providing technical assistance to Head Start/Early Head Start staff related to Children's Services (including child nutrition, health, classroom and center mental health, disability and education). The Children's Services Specialist will lead the Children's Services team within the Head Start/Early Head Start program. This position will provide policy analysis and interpretation related to children services for the entire program.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Prepare policy interpretation to staff on children's services issues.
3. Supervise and evaluate Children's Services team.
4. Supervise and evaluate Early Head Start Lead Coordinator.
5. Serve as advisor and technical support for Children's Services team.
6. Serve as advisor and technical support for Early Head Start.
7. Supervise and manage a program or department with multi funding sources and a budget of \$350,000 to \$500,000 per year on a continuing basis.
8. Monitor Mental Health, Speech & Language and Special Needs contracts to assure contracts are timely and in compliance.
9. Monitor Mental Health Professional's classroom observations, reports, and recommendations.
10. Coordinate monitoring of children related services.
11. Coordinate with Children's Services staff to schedule and facilitate Health and Education Advisory Committee Meetings.
12. Assist in the general administration of Head Start/Early Head Start program by participating in the ongoing program evaluation and planning process and assist in the annual self-audit activities.
13. Assist in research and preparations of grant applications.
14. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Advanced degree in Early Childhood Development, Early Childhood Education or related field preferred.
- Three years classroom or pre-school classroom experience with at least two years in a supervisory or training position.
- Ability to communicate effectively with staff, community programs.
- Perform other duties as assigned with reasonable accommodations.
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, \_\_\_\_\_ have read this job description and understand its contents.  
(Print your name here)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Drug Free Work Place