

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

JOB TITLE: Operations Specialist
SALARY LEVEL: I

UPDATED: 2013
REPORTS TO: Head Start/Early Head Start Director

MISSION STATEMENT:

This position is responsible to assist in the planning, monitoring and tracking of Head Start/Early Head Start comprehensive services, as well as, supervising Center Supervisors to include providing technical assistance, mentoring and advocacy as a means to achieve program's objectives, outcomes and goals.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Responsible for the general administration of the Head Start/Early Head Start program by participating in the ongoing program planning process.
3. Oversee the provision of comprehensive Head Start and Early Head Start services across disciplines.
4. Develop and implement a mentoring system for new Center Supervisors.
5. Supervise work progress of Head Start/Early Head Start Centers.
6. Partner with assigned Center Supervisor's through consistent and clear communication, conduct site visits for monitoring, advocating and mentoring while utilizing reflective supervision.
7. Monitor and maintain community partnerships through MOUs and other agreements.
8. Meet with Head Start/Early Head Start Director bi-monthly to share current data and discuss emerging issues.
9. Actively participate with Leadership Team to problem solve, reinforce teaming concepts, and implement program goals.
10. Collaborate with leadership staff to ensure that Head Start/Early Head Start maintains the highest quality services.
11. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.
- Act as Head Start/Early Head Start Director, as requested.
- Participate in an individualized continuing education plan.

QUALIFICATIONS ESSENTIAL:

- Minimum Bachelors Degree
- Four years work experience in a Federally funded program
- Four years supervisory experience
- Proficient computer literate in Word, Excel, PowerPoint Internet, Email outlook and other related office systems.
- Demonstrate strong written, oral and interpersonal communication skills
- Ability to attend to details and follow direction with thoroughness and accuracy
- Complete criminal record check from the Department of Health and Welfare 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