

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

JOB TITLE: Systems 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 the integrated systems, as well as, the Enrollment, Recruitment, Selection, Eligibility, and Attendance of the Head Start/Early Head Start program. The Systems Specialist will ensure monitoring and tracking of enrollment/attendance services.

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 an outcome driven process for monitoring Head Start/Early Head Start Centers that are inclusive of recordkeeping, Data Entry reporting and monitoring through the PROMIS or Program's tracking system.
5. Monitor program services and options partnering and referring to program Coordinators and/or Specialist to ensure delivery of quality services for parents, staff and community.
6. Monitor programmatic activities and systems to meet program work plans, national performance standards and local, state and national licensing/accreditation.
7. Responsibility to maintain full enrollment, with a 72-hour turn around to fill vacancies, program-wide.
8. Collect, analyze and interpret data for program recruitment, enrollment and evaluation purposes and coordinate related activities.
9. Collaborate with leadership team to organize and facilitate services and training for families and staff.
10. Communicate pertinent information and technical assistance in a reciprocal manner with staff in order to inform and educate; annually review selection criteria with members of Policy Council.
11. Collaborate with staff on an ongoing basis to further program goals, respond to questions, problem solve, and establish effective working relationships.
12. Monitor, prepare and distribute reports including monthly attendance analysis to ensure that attendance does not fall below 85%.
13. Actively participate with Leadership Team to problem solve, reinforce teaming concepts, implement program goals and develop long-range planning and policy development.
14. Collaborate with leadership staff to ensure that Head Start/Early Head Start maintains the highest quality services.
15. 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