

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Child Development Programs
Job Description

Date: May 2018

Salary Grade: 11-13

Exposure Determination Category: 3

Chart: 1 Non-Exempt

Job Title: Migrant Site Facilitator

Reports To: MSHS Education Coordinator

Areas of Responsibility: Manage the Migrant Head Start facility ensuring Head Start objectives are implemented in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and National Association for Education of Young Children (NAEYC).

Major Duties:

1. Develop daily staff schedules, ensure child/adult ratios are met; approve and track timesheets and leave requests; supervises janitorial, infant-toddler teachers and floating classroom staff.
2. Monitor and provide technical assistance to site staff to ensure state licensing and federal requirements are met.
3. Ensure well-managed program that supports regular communication, program documentation and team goals.
4. Ensure facility's effective use and maintenance of materials, supplies, equipment, facilities and grounds; purchase and inventory supplies; submit work requests for necessary repairs.
5. Ensure a smooth coordination of all center activities and all programs involved in the center and facilitate site meetings.
6. Assure adequate communication with Department of Health and Human Services (DHHS) caseworkers, parents and staff and mediate as necessary.
7. Be a liaison between site team and management team and community.
8. Maintain standards of confidentiality regarding children, program, staff and families.
9. Provide a supportive and positive atmosphere for children and families and staff; model positive regard for the program and advocate for children and families in the community.
10. Performs other duties as assigned.

Working Conditions:

- On-site 85%
- Off-site training, meetings and community interactions 15%.
- Work is frequently stressful and requires the ability to meet tight deadlines
- Occasional out-of-town travel for training.
- Will work some evenings and weekend meetings and training.

Physical Requirements:

- Must complete health physical upon entry to program and yearly health screenings.
- Must be able to move about, getting up and down from floor play with children.
- Must be able to lift 50 lbs.

- Physically able to perform job.

Minimum Qualifications:

Grade: 11

1. High School diploma or equivalent
2. One year of management/supervision of three (3) or more employees and one year experience with accounting, state licensing and reporting.
3. Requires proficient level of communication skills oral and written, teamwork and managing conflict, as well as the ability to prioritize or organize own job responsibilities.
4. Experience in working with families from various ethnic backgrounds is preferred.
5. Proficient level in use of Microsoft office package and quick books.
6. Ability to accurately complete state reporting and billing forms and complete timely processing of the reporting. .
7. Age 21 or over.
8. Valid driver's license with good driving record and insured vehicle.
9. Current CPR and First Aid card.
10. Complete 20 contact hours of education annually in subject matter related to position.

Grade: 12

1. Meet the minimum qualifications above;
2. Three years' experience in management/supervision or AA degree in early childhood, business management or a related field.

Grade: 13

1. Meet the minimum qualifications above;
2. Five years' experience in management/supervision or specialized training.

Reviewed by Human Resource Director: _____
Signature Date

Reviewed by Program Director: _____
Signature Date