POSITION ANNOUNCEMENT

Position: FAMILY CHILD CARE HOME (FCCH) DEVELOPMENT / QUALITY ASSURANCE SPECIALIST

Position Type: Exempt; 40 hours per week at 12 months

Department: Fresno Migrant Head Start

Salary Schedule: Range 23.5 ($19.97 – $24.33 per hour)

Immediate Supervisor: Area Managers

Supervises: Family Child Care Home Providers

Definition: Under the immediate supervisor’s direction, assists with the overall planning and operations of the Migrant and Seasonal Head Start program. Supports and ensures quality services to children and families, through guidance, observation, modeling and training. Mentors and guides teaching staff and FCCH Providers in the implementation of the quality services as required by the Head Start Performance Standards (Sec.1304.52 (5) (6) and other State and Local regulations.

Requirements: Please submit:
☐ Application
☐ Skill Assessment
☐ Proof of BA Degree
☐ Proof of Site Supervisor Permit

Application Procedure: Community Action Partnership of Madera County
1225 Gill Avenue, Madera, CA. 93637 or
4610 W. Jacquelyn Avenue, Fresno, CA. 93722
Phone: (559) 673-9173 / Fax: (559) 673-2620
Website: www.maderacap.org
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
- Bachelor of Arts Degree in Child Development (CD) or Early Childhood Education (ECE)
- Three (3) years successful teaching and supervising experience in a center based program.
- Experience in public relations is highly desirable, including public contact and liaison activity, giving presentations, training and workshops.
- Must demonstrate knowledge of the guiding principles of the Practice Based Coaching Framework.

LICENSES OR CERTIFICATES:
- Must hold a Site Supervisor Permit; or must qualify and apply for one within 60 days of employment.
- CPR and First Aid Certification within 6 months of appointment.
- Valid Driver’s License

KNOWLEDGE OF AND/OR ABILITY TO:

KNOWLEDGE OF
- Basic principles and techniques of Head Start Management and Performance Standards.
- Research and reporting methods, techniques, and procedures.
- Public relations techniques.
- Modern office procedures, methods, and equipment including computer software and hardware.
- Child day care licensing requirements.
- Adult learning theory and effective methods of staff development.
- Appropriate methods of training, program development, group facilitation, and instructional techniques.
- Effective management and administrative techniques regarding planning, program implementation and contract administration.

ABILITY TO
- Read, write, and speak Spanish is required.
- Communicate effectively, orally and in writing.
- Develop and implement the establishment of new centers according to State Licensing regulations and Head Start Performance Standards.
FAMILY CHILD CARE HOME (FCCH) DEVELOPMENT / QUALITY ASSURANCE SPECIALIST
Page 3 of 8

- Assist in the development and implementation of staff development and in-service programs, inclusive of education plans for teaching staff.
- Plan, organize, and implement approved training programs.
- Identify and analyze complex problems and recommend viable solutions.
- Analyze and prepare a variety of necessary reports.
- Remain calm in stressful situations.
- Maintain confidentiality of information on Head Start families.
- Demonstrate the ability to show warmth and strong appreciation of human growth at all levels; understand the process of gaining trust and credibility with families.
- Perform a variety of tasks as assigned.
- Fulfill strict compliance with universal precautions in the classroom or during home visits and when administering first aid.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP:

- Adheres and applies the CAPMC mission, values, standards, policies and procedures.
- Attends pre, in-service, and other training as required.
- Attends trainings, workshops, and classes to keep abreast of parent/family engagement theories and practices.
- Engages in personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program’s operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field of early childhood education.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, children, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Participates in new staff orientation/mentoring activities.
- Participates in the development of pre- and in-service training and other training as required.
- Promotes a team environment and team work.
- Promotes parent engagement and provides program orientation to all FCCH parents.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
FAMILY CHILD CARE HOME (FCCH) DEVELOPMENT / QUALITY ASSURANCE SPECIALIST

Page 4 of 8

- Shares resources, skills and knowledge with teaching staff and FCCH providers while coordinating efforts with Education Area Managers.
- Works closely with the Program Director, Area Managers and Specialist on day-to-day operations as needed to ensure the health and safety of children.

FCCH DEVELOPMENT

- Works closely with the Program Director, Area Managers and Specialist to ensure that Head Start Performance Standards’ and the Head Start Program’s compliance issues are met.
- Provides focused observations on FCCH providers in order to enhance skills and knowledge.
- Responsible for monitoring and maintaining facility standards as well as conducting regular inspections of FCCH homes.
- Prepares Health and Safety Monthly Reports of FCCH homes.
- Conducts site visits to monitor FCCH and provides consultation and training to providers, parents and volunteers.
- Monitors program activities so that mandated standards and objectives are reached such as reviewing lesson plans and ongoing assessment of children’s development. Participates in Child Studies, parent meetings and on-site reviews as needed.
- Assures all children and provider files, and records are in compliance with Head Start performance standards.
- Attends all meetings, training and workshops designated by the Head Start Program Director.
- Maintains confidentiality at all times.
- Provides program orientation and on-site training and technical assistance for all child care providers and parents participating in the FCCH model.
- Conducts 15-20 site visits per month; 1-4 times a month with each provider to make observations and support quality improvement delivery of all services as dictated by Head Start performance standards.
- Develops and provides educational materials and curriculum activities for all child care providers which include; child nutrition, child abuse reporting procedures, health and safety information.
- Completes the Family Childcare Rating Scale and develops improvement goals for each contracted provider.
- Supports Providers in Completing the Desired Results Developmental Profile (DRDP) assessment system and supports the development of educational goals for children enrolled in the FCCH option.
- Assists in conducting the yearly compliance review as it pertains to the Family Child Care option.
Assists child care providers in making referrals to other agencies as necessary and follow-up on referrals as needed.

Assists providers in completing, scoring, and evaluating Ages and Stages Questionnaire (ASQ) / ASQ:Social Emotional (SE)’s

Keeps the management team informed of any problems or concerns related to the operation of the FCCH.

QUALITY ASSURANCE/ CENTER BASED

Works closely with the Program Director, Area Managers and Specialist to ensure that Head Start Performance Standards’ and the Head Start Program’s compliance issues are met.

Conducts focused observations on teaching staff in order to enhance skills and knowledge.

Serves as a mentor for teaching staff utilizing the Practice Based Coaching framework.

Develops and implements application process for potential “Coachees”

Assists in the development and writing of program procedures and updates as necessary.

Attends training (statewide meetings, regional meetings, etc.) to improve program delivery and quality.

Assists “Coachees” with implementation of appropriate adaptations to meet children’s needs and model developmentally appropriate practices.

Participates in reflective practice meetings with Area Managers and other team members.

Keeps the management team informed of any problems or concerns related to the operation of the centers.

Takes immediate action when identifying a health and safety issues at the centers.

Participates in annual Classroom Assessment Scoring System (“CLASS”) monitoring at all centers.

COMMUNITY PARTNERSHIPS

Assists in insuring all parents are provided with assistance when requested.

Recruits and contracts licensed child care providers to provide child care services for eligible children.

Maintains a list of potential licensed providers that have been selected and screened.

Communicates and builds relationships with staff; provides resources, supports and creates partnerships in order to enhance the delivery of services.

Attends community meetings as requested and presents information to team.

Conducts outreach activities and participate in local Early Childhood Education (ECE) community events to promote high quality early care and education.

Creates and maintains positive agency and program image.
Develops collaborative relationships with other community agencies for information exchange, joint projects and advocacy efforts when appropriate.

- Participates in the planning and implementation of agency and program events.
- Provides research, statistics and data to staff, providers, families and community.

**TRAINING AND DEVELOPMENT**

- Provides mentorship by offering support and guidance to the teaching staff and providers utilizing the Practice Base Coaching framework.
- Implements a strength based approach to building relationships with staff, providers and parents.
- Works closely with the Area Managers to plan and implement effective training program for staff and providers to increase their knowledge, skills and experience in child growth and development. Also, ensures a comprehensive, multicultural, anti-bias program for children and families.
- Acts as a resource person in describing and providing instructional materials to fulfill objectives and meet program needs in their service areas.

**OTHER DUTIES:**

- Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
- Ensures strict compliance with universal precautions in the classroom or during home visits and when administering first aid.
- Other duties as assigned within scope of job classification.

**LIMITS OF AUTHORITY:**

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency’s policies and procedures.
- Relative authority to maintain compliance with Head Start Performance Standards and the requirements of Head Start guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

**OTHER REQUIREMENTS:**

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's
License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subject to CAPMC’s policy.

- Must complete all background requirements: livescan, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.
- Employment in Head Start Programs is contingent upon approval of the Policy Council/Committee.

GENERAL PHYSICAL REQUIREMENTS
Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY
The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Exempt.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.