

JOB TITLE: Program Monitor

QUALIFICATIONS: Bachelor's degree in management, business administration, organization development, statistics, or related field required. Two years of experience with demonstrated competence collecting, reviewing, monitoring and reporting program data and making recommendations based on data required. Experience in compliance management for grant-funded programs is preferred. Knowledge of Head Start Performance Standards and other federal, state and local government procedures and guidelines. Must demonstrate skills in using the computer for PowerPoint presentations, spreadsheets, and database management required. Excellent organizational, interpersonal, and communication skills (oral and written) required. Must be able to respect and maintain rights and privacy of all staff, parents, and students. Must be able to work independently, pay attention to detail, and possess good time management skills. Must be in possession of a valid driver's license and able to obtain a valid Virginia Driver's License within six months of employment, as well as, use of a personal vehicle to conduct on site monitoring visits.

PERFORMANCE EXPECTATIONS: Develops and implements a plan and system of monitoring and evaluation of the Early Head Start (EHS)/Head Start Program, Delegate Agency and Community Child Care Partners to ensure compliance with Head Start Performance Standards, Head Start Act, Virginia Department of Child Care Licensing regulations, and other local, state and federal requirements. Conducts on-site monitoring visits of the Early Head Start /Head Start sites and Delegate Agency utilizing the Office of Head Start monitoring protocol and any other monitoring protocol deemed appropriate by the EHS/Head Start Manager to ensure program compliance. Prepares corrective action plans based upon monitoring results; reviews corrective action plans with designated personnel; follows up to ensure corrective action plans have been completed by the designated timelines. Organizes and documents all monitoring results, corrective action plans, and follow-up into the program's database system. Utilizes the program's database system to conduct record reviews of program files (child & family); Utilizes the program's database review form to determine the accurate and timely data entry of documentation by program staff and developmental and health screenings have been completed within the required time frame. Develops and maintains a tracking system to ensure that all Child Care Partners licenses are current, all staff credentials and training requirements are being met, and all health and background checks mandated by federal and state regulations have been completed. Works in collaboration with the programs' Data Entry Specialist to manage the data collection activities of the EHS/Head Start sites and delegate agency and utilize program data to identify training and professional development needs based upon monitoring reviews. Works in collaboration with the program's management team to develop procedures to effectively implement required program operations. Prepares and submits accurate and timely monitoring reports, corrective action plans and record reviews reports to the EHS/Head Start Manager. Uses program data to inform and advise program administrators and partners of program improvement and learning opportunities and assist with the development of these opportunities when appropriate. Assists with the development of the program's annual Training & Technical Assistance Plan and budget with the EHS/Head Start Manager and service area specialists. Monitors the Annual Training & Technical Assistance Plan (T/TA) to ensure training is occurring at scheduled timeframes. Oversees the coordination of the program's self-assessment, which includes training of all required participants, planning and implementation, analyzing and reporting. Assists with developing corrective action plans based upon self- assessment report and monitor to ensure corrective action plans have been completed by the required timelines. Assists the Delegate Agency with coordinating their program's annual self-assessment. Identifies training needs based upon the findings of the self-assessment. Attends in-service training(s), workshops, conferences, (state, regional and

national), that applies to job responsibilities as identified by the EHS/Head Start Manager to increase competence in job performance and professional growth. Perform other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Monitors and evaluates the EHS/Head Start Program. Interpret and follow oral and written directives, Head Start Performance Standards/Head Start Act, and program procedures. Work requires frequent driving, standing, sitting, walking, and light lifting up to 10 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data and determining the accuracy and thoroughness of work.

REPORTS TO: Manager Head Start

LENGTH OF CONTRACT: This is an eleven month (216 days) contract position, pay grade 116, with excellent benefits.

FLSA: Non-exempt

START DATE: Based on School Board approval