

Head Start Monthly Report September 2020

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: \$6000.85

8/4/20	Go Daddy	\$159.98	Program
8/12/20	Eversign	\$148.30	Program
8/14/20	Apple	\$49.95	Education
8/14/20	Apple	\$349.50	Education
8/21/20	ADOBE	\$2.99	ADMIN
8/21/20	ADOBE	\$2.99	ADMIN
8/21/20	ADOBE	\$2.99	ADMIN
8/21/20	ADOBE	\$2.99	ADMIN
8/21/20	ZOOM	\$199.90	PROGRAM
8/27/20	Rochester	\$260.00	Education
8/31/20	Kills Flowers	\$58.76	Employee
8/17/20	Austin Air	\$4762.50	Program

B. Program Information Summary

The program continues to enroll for the start of PY 20/21. Under the temporary service changes there are 99 center-based slots available and 27 virtual slots available. The program will deliver meals and at-home activity packets to virtual students utilizing transportation staff and vehicles.

The Office of Head Start waived the requirement for the submission of the annual PIR. However, if a board member would like to see the report, one can be made available. The Director submitted the baseline application for Year 2 of the 5- year project period 19-24. Due to COVID the grant application was abbreviated.

Because of the safety restrictions and protocols related to COVID orientations and trainings for staff and families were conducted primarily virtually. Education staff did receive training through TEACHSTONE on the CLASS tool. The Health & Community Services Manager took the lead on all things COVID and prepared staff for the return of children. Her partnership with the Health District supported our program in developing policy and procedure.

The Director is currently working on the completion and submission of the Early Head Start grant.

- Education – Purchased the CLOUD through Teaching Strategies for virtual learning
- Mental Health –
- Health – Developmental / Health Screenings due next 30, 45, 60 , and 90 days.
- Disabilities –
- Family Engagement – Policy Council elections currently underway

C. Enrollment / Attendance

Program is closed for the month of August.

Enrollment by Program Option:

Attendance by Program Option:

D. CACFP report – CACFP claimed meals



E. Financial Audit - 2019 Completed

F. Annual Self-Assessment

- Completed May 2020

G. Community Assessment

- Completed

H. Communication and guidance from the Secretary

- PIs, IMs

Attachments to report:

Annual Report - Needs Approval

Updates to all Head Start Job Descriptions - Needs Approval

Mental Health Job Description

School Readiness Goals

IM - Final Rule on DRS changes

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2020 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,834,166.00	-	1,834,166.00	1,195,500.00	638,666.00
CACFP Revenue	-	41,583.00	41,583.00	38,203.15	3,379.85
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,834,166.00	41,583.00	1,875,749.00	1,235,203.15	640,545.85

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	885,632.00	20,505.00	906,137.00	644,926.85	261,210.15	-	261,210.15
Fringe Benefits	688,452.00	-	688,452.00	426,532.31	261,919.69	3,319.46	258,600.23
Programming	159,976.00	793.00	160,769.00	73,185.42	87,583.58	66,683.45	20,900.13
Supplies	188,220.00	29,903.00	218,123.00	70,931.29	147,191.71	75,848.12	71,343.59
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	9,476.00	-	9,476.00	3,570.00	5,906.00	-	5,906.00
PA22 subtotal	1,931,756.00	51,201.00	1,982,957.00	1,219,145.87	763,811.13	145,851.03	617,960.10
Training & Technical Services							
Training & technical serv (job code 400)	19,232.00	-	19,232.00	11,780.50	7,451.50	450.00	7,001.50
Staff out of town travel	22,030.00	-	22,030.00	3,292.93	18,737.07	1,037.00	17,700.07
Subtotal Purch Service	41,262.00	-	41,262.00	15,073.43	26,188.57	1,487.00	24,701.57
Training & Tech Supplies	-	-	-	561.48	(561.48)	884.00	(1,445.48)
Subtotal Supplies	-	-	-	561.48	(561.48)	884.00	(1,445.48)
T&TA -PA20	41,262.00	-	41,262.00	15,634.91	25,627.09	2,371.00	23,256.09
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	1,973,018.00	51,201.00	2,024,219.00	1,234,780.78	789,436.22	148,222.03	641,216.19

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

422.37

ACCT. NUMBER: 5563 7579 0004 4218

CELINA CITY SCHOOLS

COMMERCIAL ACCOUNT ACTIVITY

CELINA CITY SCHOOLS
5563-7579-0004-4218

TOTAL COMMERCIAL ACTIVITY
\$13,198.22CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-14	08-14		AUTO PAYMENT DEDUCTION	13,198.22 CR

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER
5563-7500-2990-4743

CREDITS
\$0.00

PURCHASES
\$6,000.85

CASH ADV
\$0.00

TOTAL ACTIVITY
\$6,000.85

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-04	08-03	75418230216099594471768	DNH*GODADDY.COM 480-5058855 AZ	159.98
08-12	08-11	85383900224000003325775	APL* EVERSIGN VIENNA DUB	148.30 ✓
08-14	08-14	55432860227200055557765	APPLE.COM/US 800-676-2775 CA P.O.S.: 185147 SALES TAX: 0.00	49.85 ✓
08-14	08-14	55432860227200055557849	APPLE.COM/US 800-676-2775 CA P.O.S.: 185147 SALES TAX: 0.00	349.50 ✓
08-21	08-20	55310200233700650317257	ADOBE 4085366000 CA P.O.S.: ADB126674394 SALES TAX: 0.00	2.99 ✓
08-21	08-20	55310200233700650403743	ADOBE 4085366000 CA P.O.S.: ADB126680184 SALES TAX: 0.00	2.99 ✓
08-21	08-20	55310200233700650403917	ADOBE 4085366000 CA P.O.S.: ADB126681210 SALES TAX: 0.00	2.99 ✓
08-21	08-20	55310200233700650733420	ADOBE 4085366000 CA P.O.S.: ADB126688194 SALES TAX: 0.00	2.99 ✓
08-21	08-20	55480770234026938774613	ZOOM.US 8887999666 CA P.O.S.: P-39551625 SALES TAX: 0.00	199.90 ✓
08-27	08-27	55432860240200280153300	ROCHESTER 100, INC 585-475-0200 NY P.O.S.: 0000000000000000 SALES TAX: 0.00	260.00 ✓
08-31	08-28	55432860241200389700497	SQ *KILLS FLOWERS AND SPENCERVILLE OH P.O.S.: 00023058430131620 SALES TAX: 3.77	58.76 ✓
Total Purchasing Activity				\$1,238.35

Fleet Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-17	08-14	85426230227700133024143	AUSTIN AIR TEL8007248403 NY P.O.S.: QUOTE 2669 SALES TAX: 0.00	4,782.50 ✓

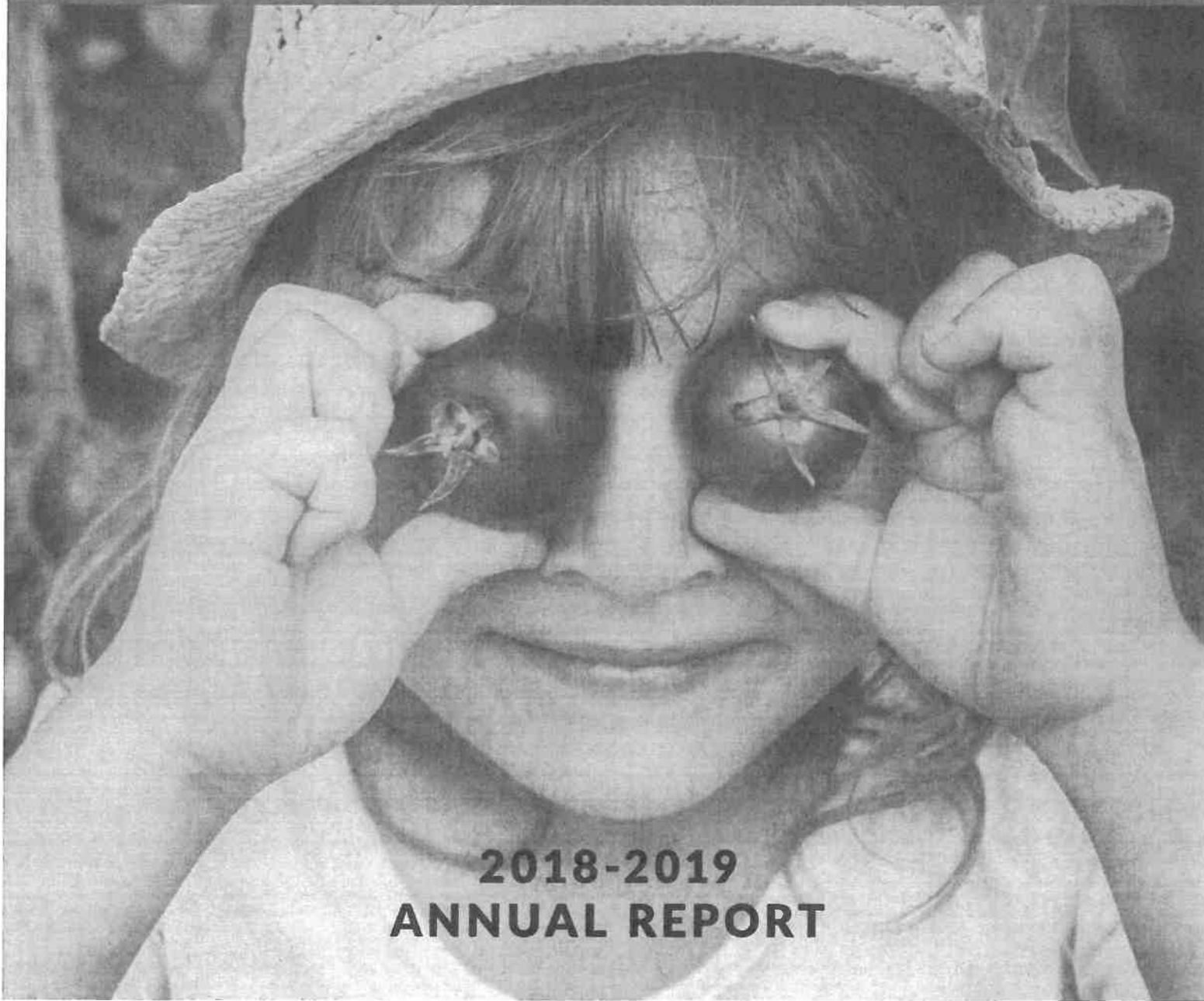
Non-Federal Match

***FINAL* June 2020**

In-Kind	Hours	Rate / hour	Total
Celina City Schools—Administrative / Support Personnel			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			
ELL Tutor - \$1,848 / year (Sept-May)			
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			
Board of Education		\$57.07	
ESC Staff-VS		\$58.80	
ESC Staff-TN		\$68.78	
ESC Staff-SG		\$34.35	
A. A. Itinerant		\$27.74	
D. D. Itinerant		\$46.20	
Special Ed-Tracey D		\$49.77	
Special Ed-Andre W		51.95	
Transportation			
		Sub Total	\$7,908.21
Building Usage			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		Sub Total	\$8,226.17
Volunteers (from In-Kind Sheets)			
Cafeteria Helpers		\$11.91	\$0.00
Tri-Star Students		\$17.65	\$0.00
College Students / Interns		\$17.65	\$0.00
Classroom - Parent / Community		\$17.65	\$0.00
At Home Activities		\$17.65	\$0.00
FA Assistant - Parent / Community		\$17.65	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council	4	\$40.95	\$163.80
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		Sub Total	\$163.80
Goods & Services			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd / .80=Reg Price)		20.0%	\$0.00
Monetary Donation			
Goods & Services Donation			
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)			
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discount on MHC fees		\$25.00	\$0.00
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$88.30
Misc. Discount on Goods / Services			
		Sub Total	\$88.30
Total This Month			\$16,386.48
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$234,212.49

MERCER COUNTY HEAD START

Playing, Learning & Growing Together



**2018-2019
ANNUAL REPORT**

MESSAGE FROM THE DIRECTOR AMY ESSER



Dear Community Stakeholders and School Family Members,

When President Lyndon B. Johnson signed Head Start into law in 1965, he had a vision of leveling the playing field for all children across our great nation. For the past 53 years of its lifetime thus far, Head Start has answered the call to serve families and children in answer to an everchanging society. This is because of the passion and dedication of those who work for Head Start, those who are served by Head Start, and those who support Head Start. It truly is a gift to be a part of something bigger than oneself and contribute to the common good.

For the past few years, our community has faced some adversity and tribulations. Most of these are specifically associated with the opioid epidemic that has plagued Ohio. Some of our families were separated due to incarceration and addiction. The overall impact for children and families could be seen in the increased numbers of abhorrent behaviors and increased need for mental health and other support services.

Mercer County Head Start created and implemented unique and innovative programming for individual children and families with the support of numerous community partners. Federal grant dollars were reallocated to support increased hours on site for a Mental Health Consultant. Similarly, with the receipt of additional grant awards, the program was able to add teachers into classrooms lowering the teacher to child ratio. Professional development opportunities shifted focus to social emotional development of children. "Remember, everyone in the classroom has a story that leads to misbehavior or defiance. Nine times out of ten, the story behind the misbehavior will not make you angry. It will break your heart." (Annette Breaux)

Programming for the year focused heavily on trauma-informed care, building connections, and supporting family stability. Due to our intentional efforts and various approaches, we were able to see progress in child development.

During PY 17/18, Mercer County Head Start implemented the first full-day school year option for children. This model met the needs of numerous families in the community. Due to the high volume of requests, Mercer County Head Start applied for and was awarded additional funding (PY 18/19) when the Office of Head Start provided the opportunity. Programming will be available in PY 18/19.

While we continue to evolve to meet the unique needs of children and families, we maintain our focus on our overall mission.

Mercer County Head Start in partnership with families and the community, significantly impacts school readiness by creating a high quality comprehensive, culturally sensitive, nurturing, safe, and healthy environment in which children, families, and staff are inspired to reach their fullest potential.

A special thank you to *Cooper Family Foundation* for their donation to the program. They provided Christmas meals to our families as well as at-home activity kits to promote school readiness.

I would be delighted to provide you with a personal tour of our programs. We love to share how we make a difference in the lives of children and families.

We wish you well!

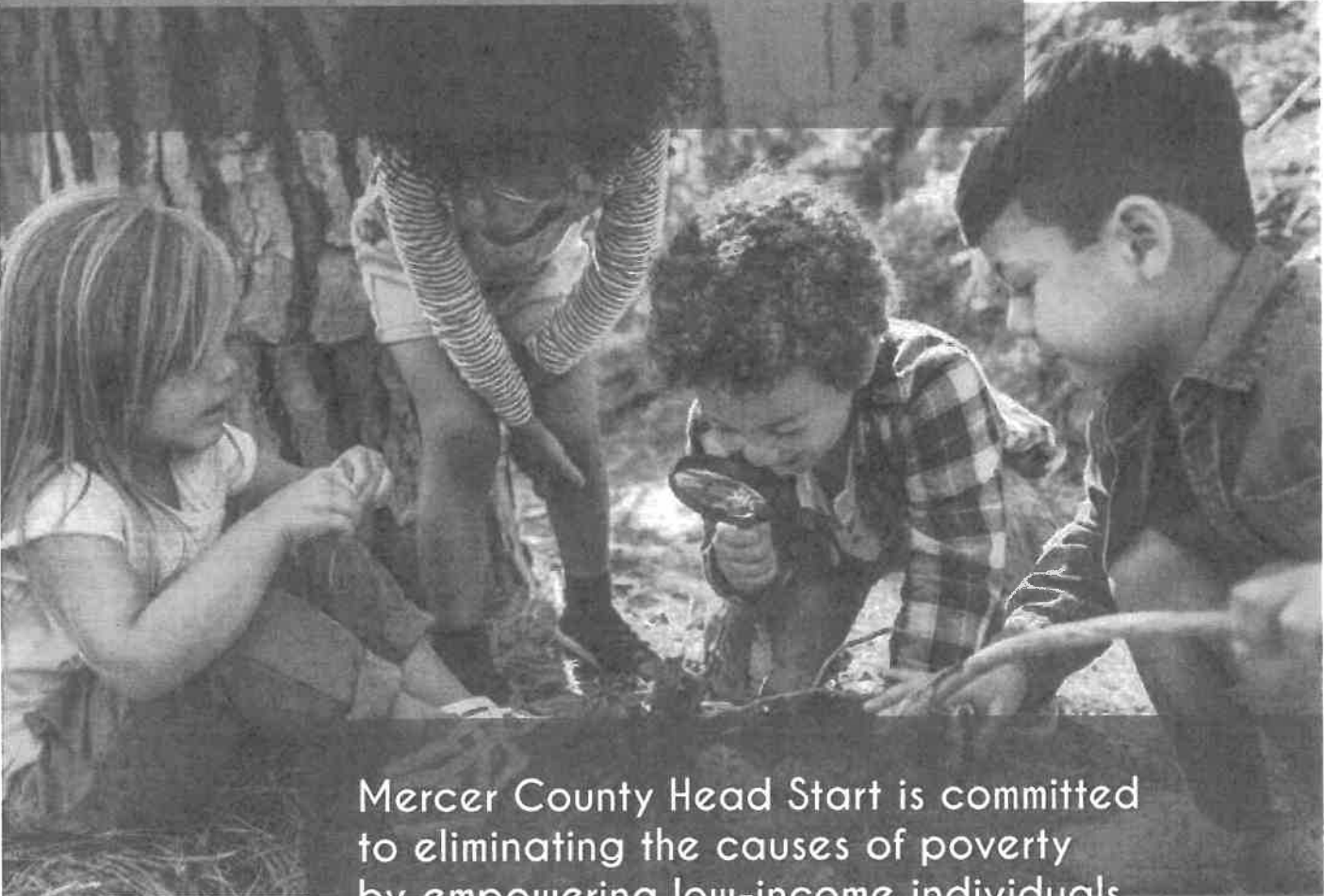
Amy Esser

Executive Director
Mercer County Head Start



NO WRONG DOOR was conceptualized as an event to educate Mercer County service providers about the vast resources available in the area. The premise is that families would be able to gain access or a direct referral to services needed through each provider in the area.

MISSION

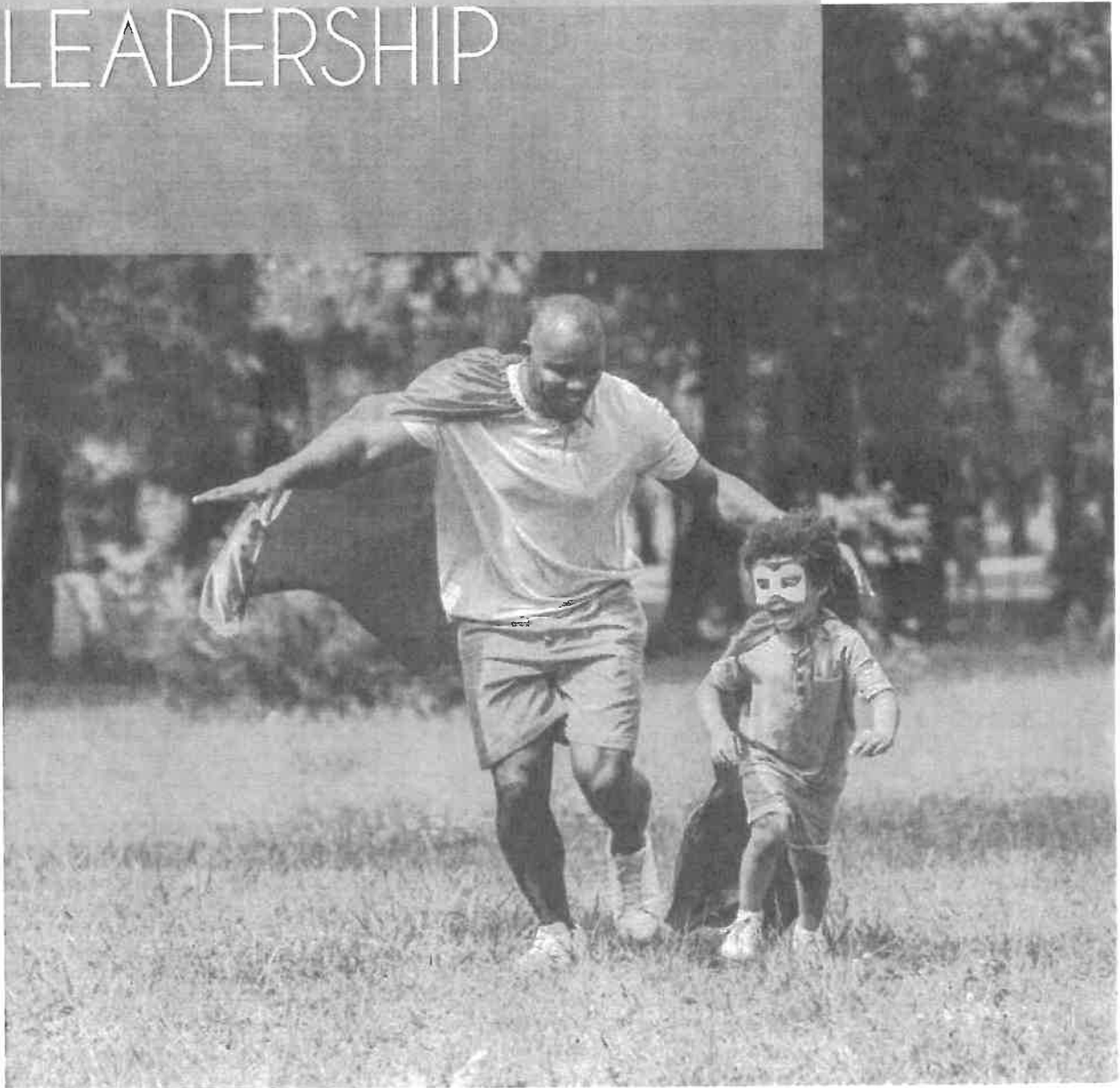


Mercer County Head Start is committed to eliminating the causes of poverty by empowering low-income individuals and families to achieve self-sufficiency through a wide array of community-based collaborations and programs.

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LEADERSHIP



administrative team

Amy Esser - Executive Director

Sandy Stammen - Education Manager

Angie Stephenson - Health & Community
Services Manager

Whitney Langston - Family Engagement
Services Manager

Dr. Ken Schmiesing - Superintendent
Tom Sommer - Treasurer

Celina City Schools Board of Education along with Policy Council provide shared governance for the Mercer County Head Start program. While the Celina City Schools Board of Education is comprised of elected members of the community, the Policy Council consists of Head Start parents elected by their peers as well as other volunteer community service providers. Together, these two entities provide guidance and oversight to the program's Executive Director.

Along with the Celina City Schools Board of Education and Policy Council, parents have additional leadership opportunities by engaging in the parent committee also known as POPs (Parent Of Preschoolers). Parent committee members discuss programming, curriculum, and school readiness. All parents of enrolled children are members of the POPs committee.

The Executive Director of Mercer County Head Start provides information to the Policy Council and Board of Education to ensure accurate and responsible decision making.

policy council

Parent Representatives

Sara Dues - President

Shelby Patterson - Vice President

Tiffany Bruggeman - Secretary

Andria Schreima

Carrie Toler

Amber Brooks

Community Representatives

Julie Shaffer - Mercer Co. Health District

Emily Plummer - YMCA CCR

Jodi Greshop - WIC

Diane Gable - Foundations

Jamie Miller - Mercer Co. Dept. of Jobs &
Family Services

Kim Kramer - Mercer Co. Family & Children
First Council

Board of Education

Matt Gilmore (Board Liaison)

Deb Guingrich

Carl Huber

Bill Sell

Barbara Vorhees



PROGRAM SNAPSHOTS

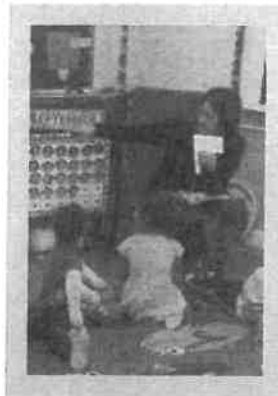
“Children are not things to be molded, but people to be unfolded.” Jess Lair.



1 Mercer County Head Start and Principals from all area schools met for a School Readiness Summit. Together, the team supported kindergarten readiness expectations which then supported the development of Head Start School Readiness goals. All leaders agreed that a focus on social emotional development in the preschool experience would be the best intervention to prepare children for the transition into kindergarten.



2 Mercer County ESC continued their partnership with Mercer County Head Start in PY 18/19. With the move to the Education Complex, the Head Start Director and Mercer County ESC Superintendent created a collaboration classroom to serve identified children in the Head Start setting. This collaborative classroom allowed Head Start children to receive special education services in their Head Start classroom. Mercer County ESC provided special education staff and services onsite. This partnership supports the mission of both programs by serving children in their least restrictive environment.

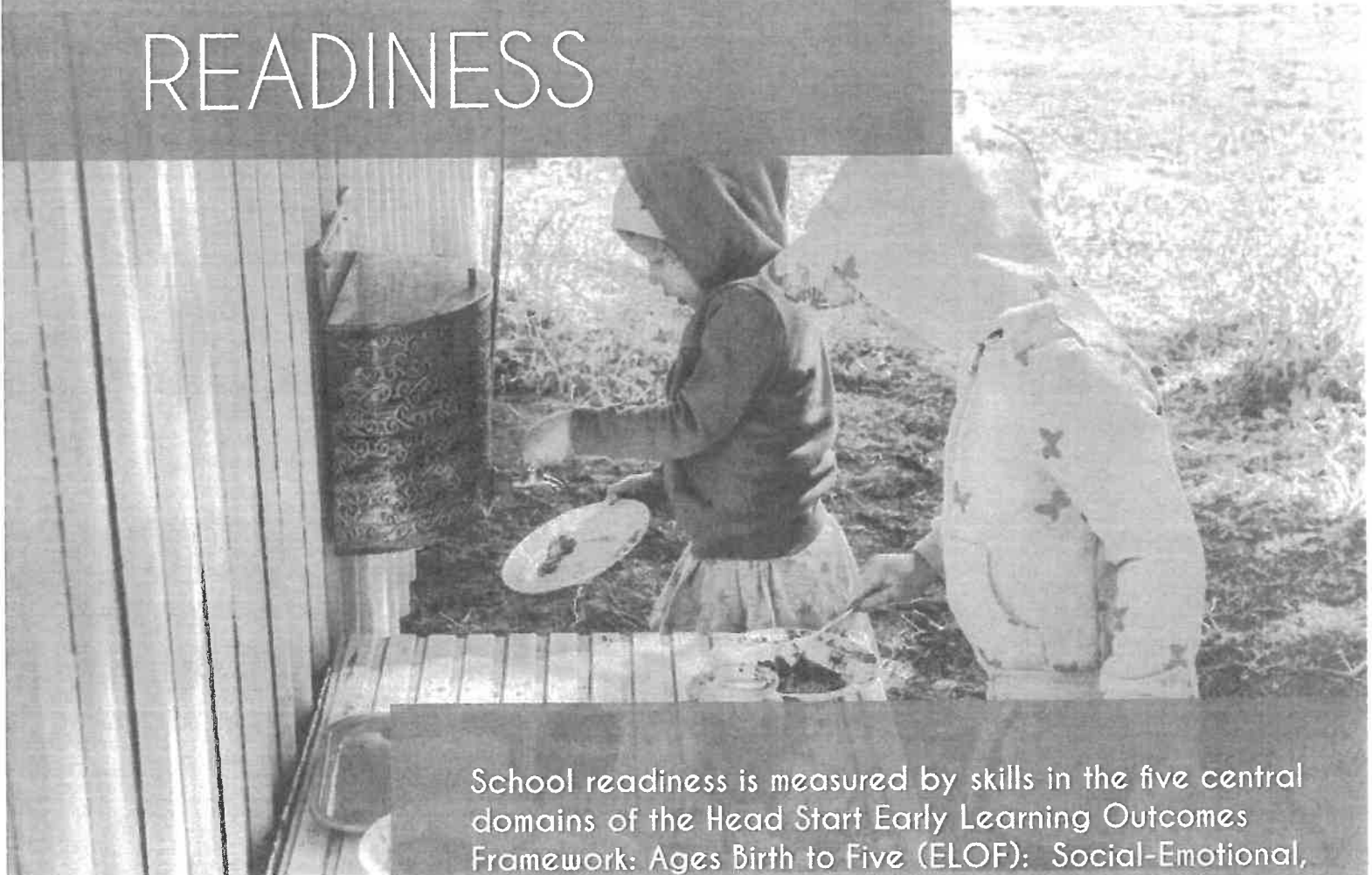


3 Mercer County Head Start families continue to expand their involvement in school readiness goals. During PY 18/19, families provided 61,620 minutes dedicated to school readiness activities with their children. This parent engagement in their child's school readiness is a recipe for long-term success!



4 Continued partnerships with Foundation Behavioral Services and Ohio START allow Mercer County Head Start to support families impacted by the opioid epidemic. Special support services are delivered to families who are experiencing kinship care, addiction / recovery, and homelessness.

SCHOOL READINESS

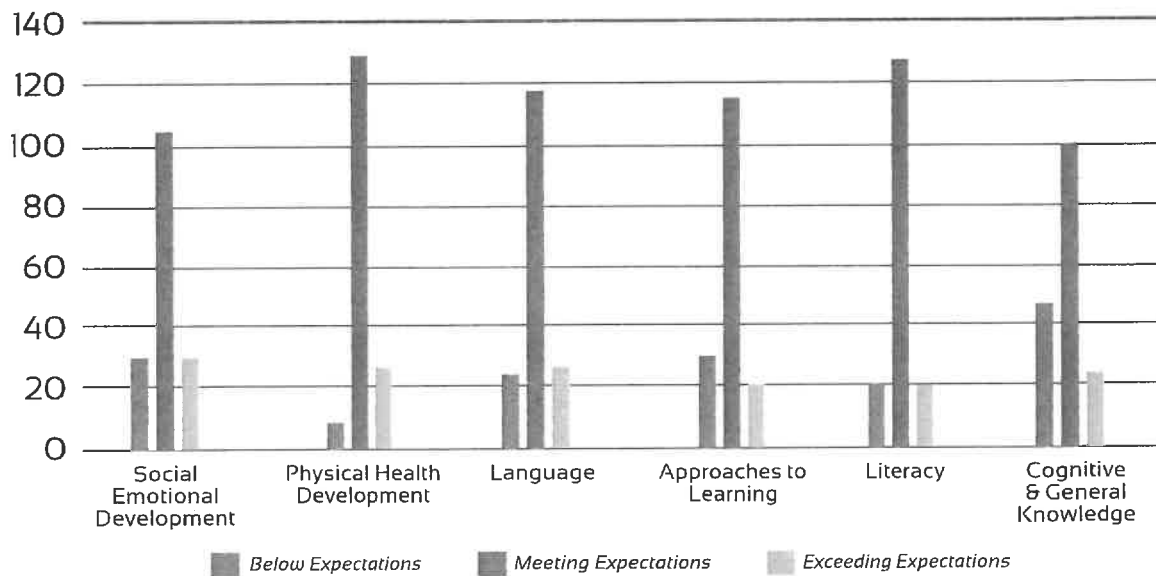


School readiness is measured by skills in the five central domains of the Head Start Early Learning Outcomes Framework: Ages Birth to Five (ELOF): Social-Emotional, Physical (Gross Motor/Fine Motor), Language / Literacy, Cognitive, and Mathematics.

Mercer County Head Start program uses Creative Curriculum® in order to teach the early learning and development standards established by the Ohio Department of Education (ODE) and Head Start Early Learning Outcomes Framework (ELOF). Teaching Strategies-Gold is used to assess the progress of the children in the program. This criterion-referenced tool uses *Widely Held Expectations* to assess children’s skills, knowledge, and behaviors as compared to children of the same age or class/grade. *Widely Held Expectations* determine if a child’s skills, knowledge, and behavior are below, meeting, or exceeding the research-based developmental milestones. Mercer County Head Start’s school readiness goals are found within the six following domains: Cognitive and General Knowledge, Literacy Development, Approaches to Learning, Language Development, Physical Health Development, and Social Emotional Development. Within each domain a specific objective was targeted to support measurement of school readiness. The chart below reflects the objective used to measure the domain.

DOMAIN	OBJECTIVE
Social Emotional	Participates cooperatively in group situation
Language	Express thoughts and needs
Literacy	Comprehends and responds to books
Physical / Health	Gross motor and fine motor skills
Approaches to Learning	Remembers and connects experiences
Cognitive and General Knowledge	Number concepts and shapes

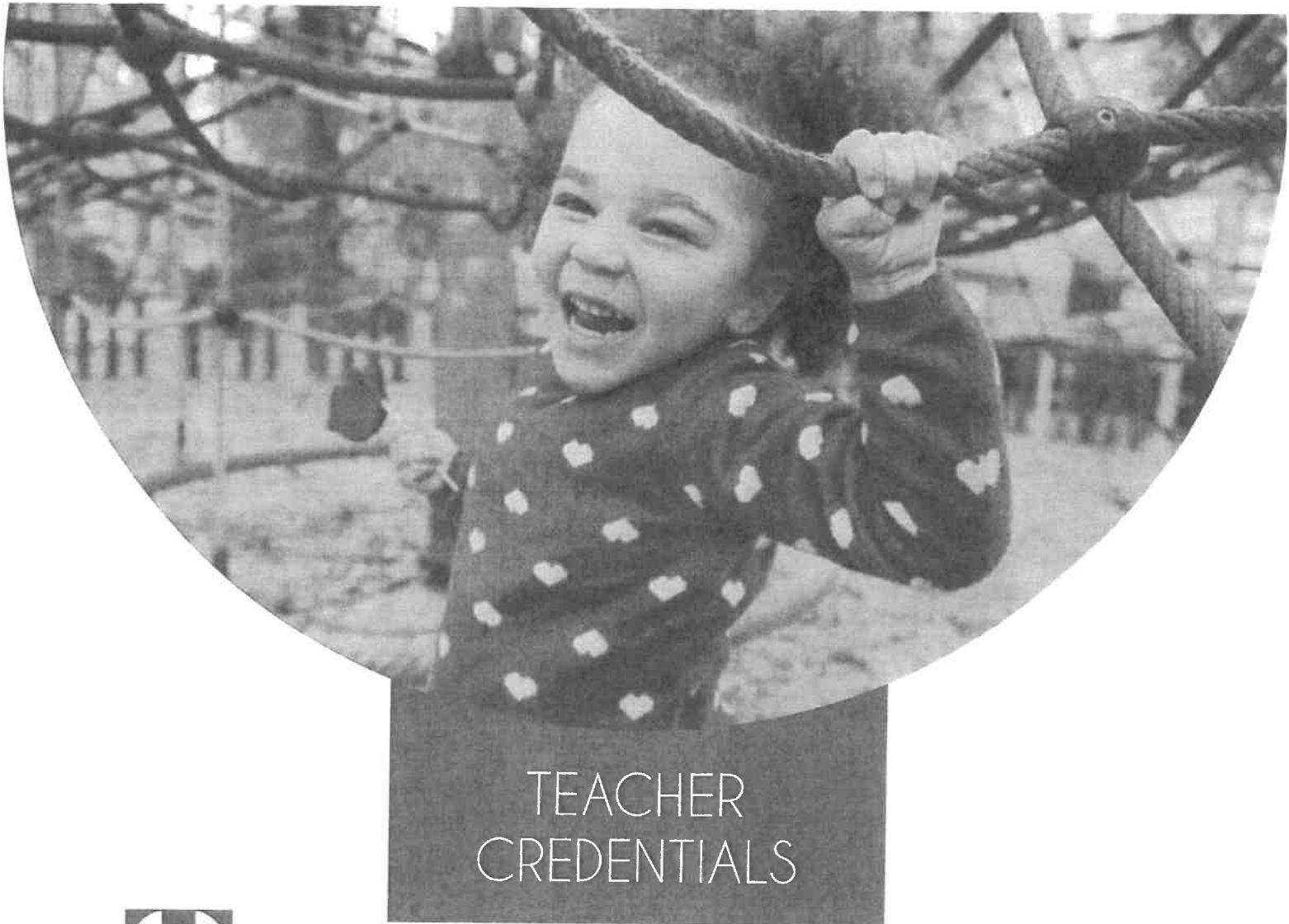
The following chart demonstrates the percentage of children achieving school readiness benchmarks in each of the domains listed on the previous page. Children are categorized in two groups, 3-year old children (pink) and 4-year old / PreK (grey).



56

Sixty-two children transitioned from Mercer County Head Start to local kindergarten classrooms. These include Celina City Schools, Coldwater Exempted Village Schools, and Parkway Local Schools.

Transitions are a critical part of everyday life, especially in the life of a child. Because transitions have such an impact on day to day life it is imperative that transitions are planned in advance, consider individual needs, and incorporate all parties involved. Transitions require partnership and input between parents and staff. While each transition is very important, the transition from preschool to kindergarten is a significant milestone in a child's life. To support this transition several activities take place in the classroom such as learning to carry lunch trays and opening milk cartons. Field trips to local kindergarten classrooms allow children to see their new environment in advance of their attendance. Parents attend kindergarten transition meetings with Head Start staff, kindergarten principals, and teachers.



TEACHER CREDENTIALS

The Head Start Reauthorization of 2007 requires that at least 50% of all Head Start teachers have a baccalaureate or advanced degree relating to early childhood education with experience teaching preschool-age children. Mercer County Head Start exceeds that benchmark with 100% of teachers having a baccalaureate in Early Childhood Education (ECE) or closely related field. One of our teachers have an advanced degree in ECE. In addition, 43% of our teacher assistants hold a baccalaureate in Early Childhood Education, 14% hold a CDA, and 29% hold an associate degree. One teacher assistant has an advanced degree in ECE.

5-STAR RATING



Ohio's Tiered Quality Rating & Improvement System

Mercer County Head Start is a 5-Star rated child care program. Step Up To Quality (SUTQ) is Ohio's quality rating system for child care programs. The Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) use a comprehensive, one-to-five star rating system to assess ODJFS and ODE-licensed early childhood programs that choose to exceed minimum health and safety standards. Starting in 2020, all child care programs that receive state funding will be required to participate in Step Up To Quality. Ratings are posted online, and parents can use them to choose the program that is best for their child.

For more information, visit <http://www.earlychildhoodohio.org/sutq/index.stm>.

Warren Davidson *Congressman*



Warren Davidson represents Ohio's 8th Congressional District. He is a member of the House Financial Services Committee.

Congressman Davidson visited Mercer County Head Start to help our children and families celebrate The Week of the Young Child. The Week of the Young Child is a fun-filled week celebrating early learning, young children, their teachers, families, and communities.

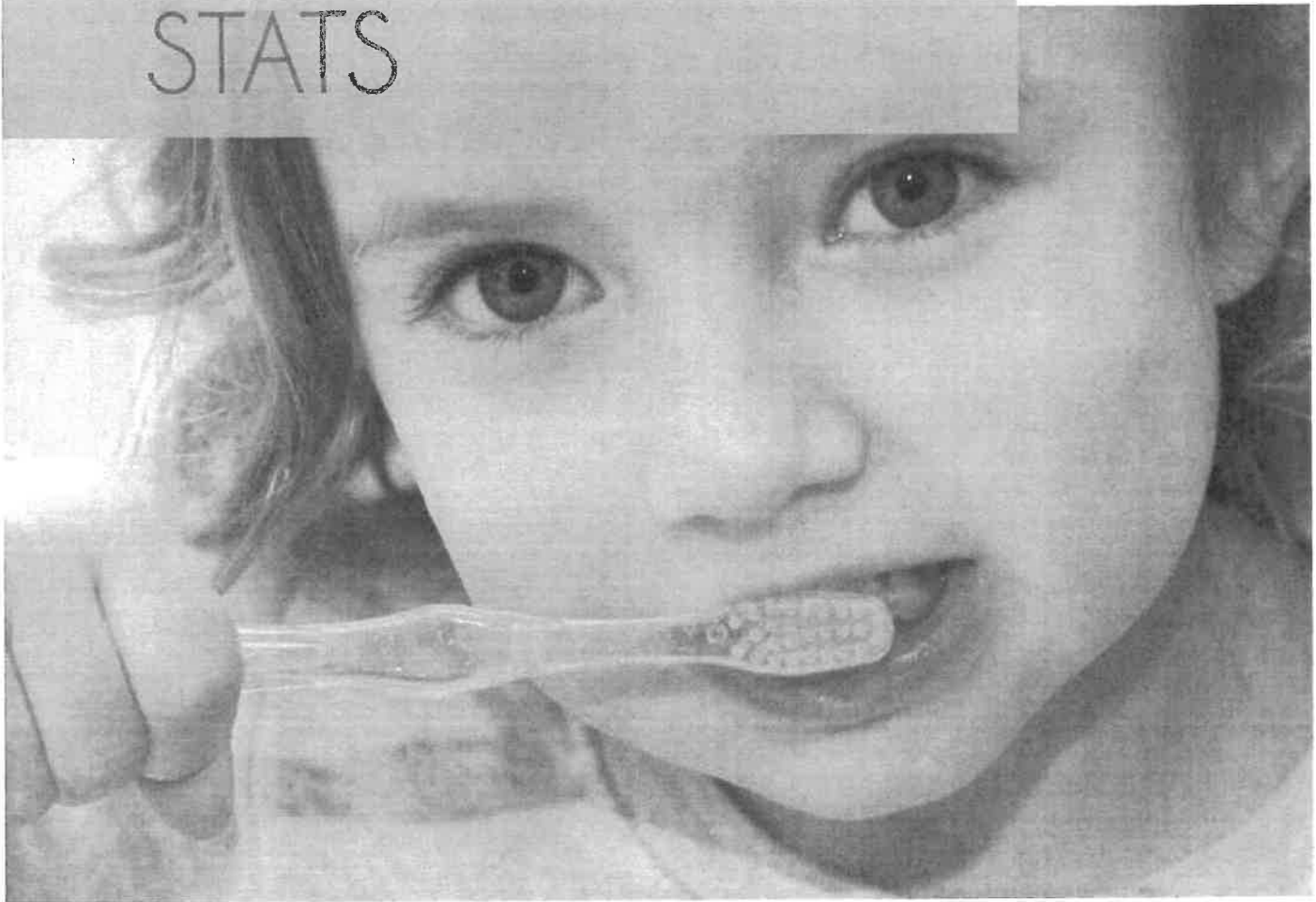
mchs
visitors

Cameron Warner *District Director*



Cameron Warner, District Director for Congressman Jim Jordan visited Mercer County Head Start. After touring the facility, Director Esser and Director Warner discussed the importance of high-quality comprehensive early childhood programming in Mercer County and the positive impacts that Head Start has on the local and national community. Head Start has earned the support of many local, state, and national leaders by continuously demonstrating positive impacts on children, families, and communities.

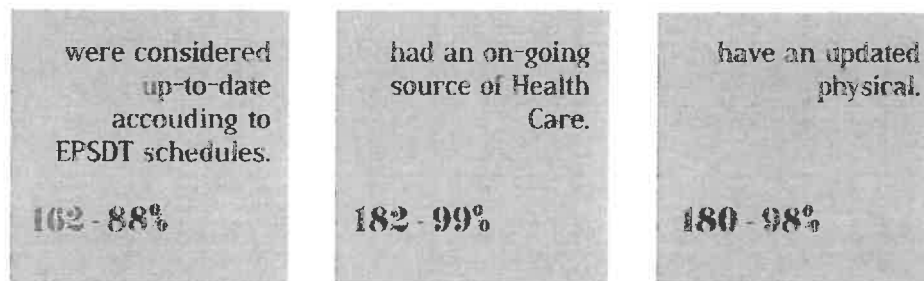
HEALTH STATS



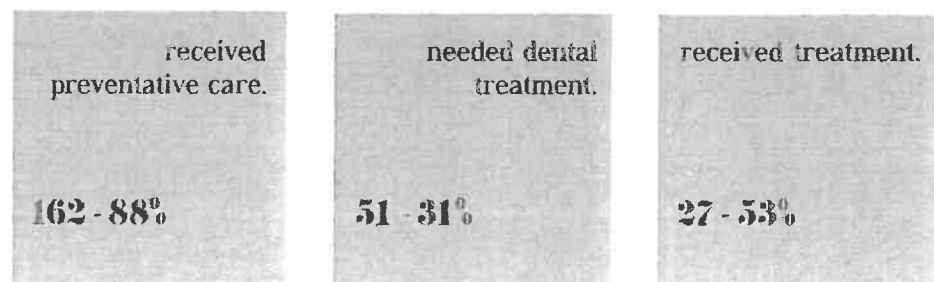
A healthy child is a child ready to learn. Through supportive services and collaborative partnerships with local medical and dental providers, Mercer County Head Start works diligently to ensure that children's medical and dental needs are met.

Head Start not only works to ensure that enrolled children's medical and dental needs are met, but the entire family. Through home visits and education provided by our Family Advocates and Registered Nurse, the program supports the overall health and well-being of the family.

HEALTH SERVICES - Children who...



DENTAL SERVICES - Children who...



family engagement

Boosting School Readiness



Family engagement is a collaborative and strengths-based process through which early childhood professionals, families, and children build positive and goal-oriented relationships. It is a shared responsibility of families and staff at all levels that requires mutual respect for the roles and strengths each has to offer. Family engagement focuses on culturally and linguistically responsive relationship-building with key family members in a child's life.

Ohio has been a victim of the Opioid epidemic. Mercer County has not been immune from the impact. Unfortunately, due to addiction and incarceration, many children have been separated from their biological parents. For many of these children a member of their family / kinship caregiver has stepped in to provide care. Our kinship families require additional supports to ensure that these children are school ready. In response, Mercer County Head Start along with Mercer County Department of Job & Family Services and Foundations Behavioral Health Services created the *Kinship Support Group*.

"Family means
no one gets
left behind or
forgotten."

- David Ogden Stiers

184...

children were
served in Program
Year 2018 - 2019.

159...

families were
served - 60 of
these families had
a single mother as
head of household.

75%...

the percentage of
eligible children
served in Program
Year 2018 - 2019.

Head Start Benefits

Why is Head Start So Important?

Mercer County Head Start, a comprehensive early childhood education and holistic development program for children three to five years and their families, is essential because it works—for children, families, and communities.

We use evidence-based best practices and partner with community-based organizations to help remove child and family barriers to success. No other provider of early childhood services seeks

- Lower staff/child ratios
- The administrator and teachers have higher education qualifications.
- The administrator and teachers complete more than 20 hours of specialized training every two years.
- Teachers develop lesson plans that support each child's growth.
- The program completes assessments to evaluate and improve the learning experience.
- The program values its families and community.

at-risk children and families and provides the depth, breadth, and scope of services that Head Start does. This is what makes Head Start so vital—its unrivaled and passionate commitment to helping children and families be successful.

Our commitment to our Nation's children, families, and communities pays off. The Head Start investment is effective and means that children are more likely to graduate from high school and college, are less likely to need special education services, and are less likely to repeat grades. We are proud of the positive impact Head Start has on our society, one child at a time.

Head Start is an integral part of communities across the country. Local Head Start programs are adaptive and reflect the unique cultural and social fabrics of their communities. There is no "one size fits all" approach. Head Start programs work collaboratively with local schools, childcare providers, community service providers, and families to meet the needs of a new generation and ensure all children have a brighter future.

Every day, Head Start programs across the county commit to making our Nation's young children ready to succeed in life.

PROGRAM ENROLLMENT



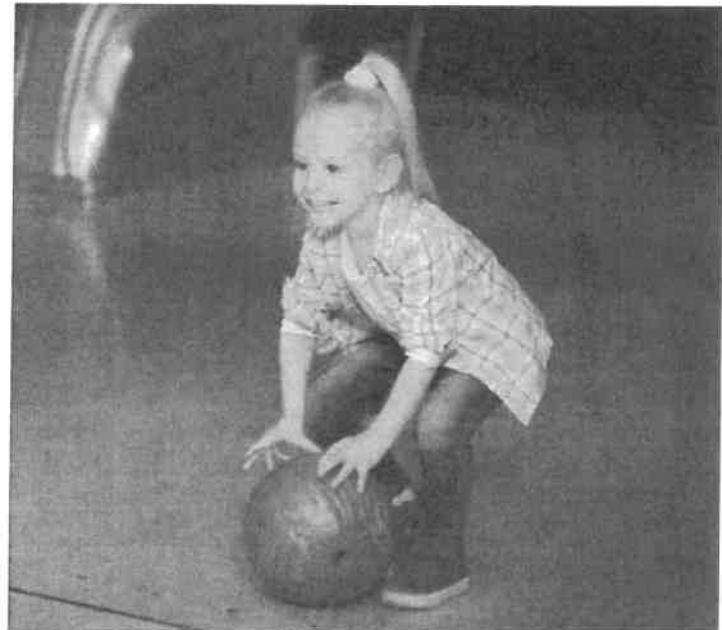
Mercer County Head Start receives funding to provide high-quality comprehensive early childhood services to 158 children annually. In program year 18/19, 184 children were served.

federal review

Results of Audit PY 2018-2019

The auditor's report stated that there were no findings within the 18/19 audit report.

"In our opinion, Celina City School District complied, in all material respects with the compliance requirements referred to above that could directly and materially affect each of its major federal programs for the fiscal year ended June 30, 2019."



☑ 100% average monthly enrollment

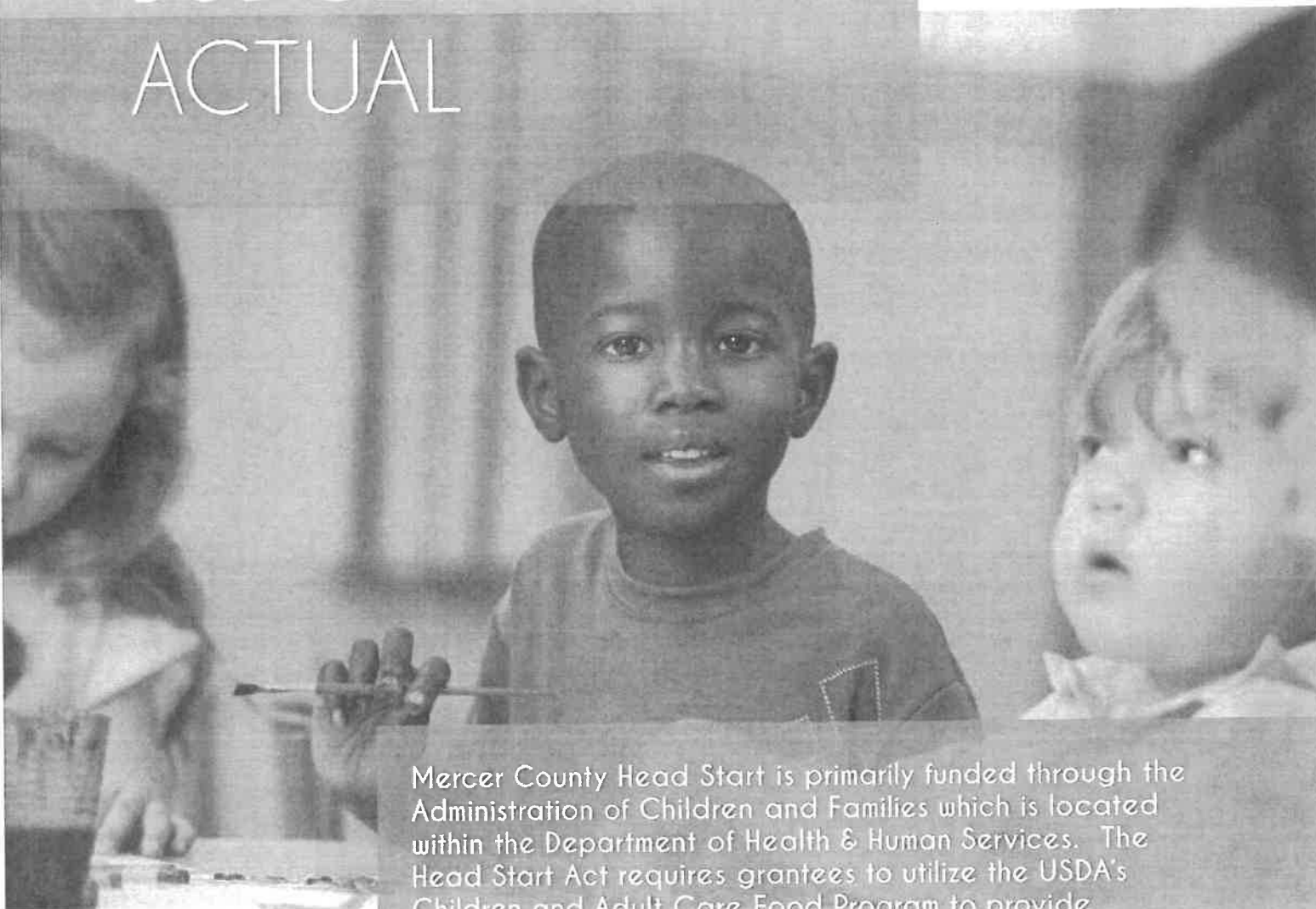
☑ 51% of children served from over income families (below 10% allowance)

☑ 45% of children from single parent households

☑ 8 parents were either active military or veterans

☑ 8% of parents with less than high school education

BUDGET vs ACTUAL



Mercer County Head Start is primarily funded through the Administration of Children and Families which is located within the Department of Health & Human Services. The Head Start Act requires grantees to utilize the USDA's Children and Adult Care Food Program to provide financial means to cover the cost of healthy and nutritious meals for children while they are attending Head Start programming. Additional financial resources come from local entities such as community partners, families, and friends of the Head Start community.

Mercer County Head Start

PY 2018-2019 Budget vs Actual Expenditures

EXPENSE BREAK DOWN		
	Budget	Actual
Salaries & Wages	\$729,179	\$678,064
Fringe & Benefits	\$487,244	\$383,036
Training & Technical Assistance	\$19,232	\$19,232
Programming & Supply	\$574,592	\$499,511

For PY 18/19, Mercer County Head Start received \$1,698,712 from the Office of Head Start, \$103,579 from the USDA, and \$7,956 from local monetary donations.

The number one cost for the administration of the program is associated with the personnel and fringe costs. Mercer County Head Start strives to employ the most talented and highest qualified individuals to serve our community. Programming and supply costs follow personnel and fringe. The Office of Head Start allocates a specific amount of funding (\$19,232) to be assigned specifically for training and technical assistance.

Local friends of Head Start who provided financial contributions in PY 18/19 included Cooper Family Foundation and Mercer Dads group. These donations were allocated into programming as they provided services and goods to enrolled children and families.

MERCER COUNTY HEAD START



Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Bus Aide

Supervisor: Health & Community Services Manager

Position Summary:

Assist bus driver in providing safe and punctual transportation for all children enrolled in the program. Bus Aide assist all children with boarding/departing the bus, secure in child safety restraints, interact and monitor behavior, and assure proper release to parents/guardian/staff members. Communicate with parents and staff to assure the safety and well-being of children.

Collect and redistribute any communication between teachers and families, and any personal belongings of children.

Qualifications and Requirements:

Education/Certifications:

- Possess a High School Diploma or GED
- Valid Ohio Driver's License and liability insurance

Knowledge/Skills:

- Sensitivity and awareness of family cultural diversity
- Demonstrate ability to interact and provide guidance to preschool children including those with social – emotional concerns and / or identified disabilities
- Demonstrate ability to communicate in a positive manner with parents and co-workers
- Ability to multi-task and prioritize
- Flexible, adaptable and self-motivated
- Ability to meet the physical qualifications of the position (frequent bending at the neck, waist and knees, as well as lifting a 20 to 60 pound child with all safety precautions)
- Previous experience working with preschool children preferred

Employment Conditional upon Results of the Following:

- Complete and pass (5) background checks prescribed by ODJFS
- 3 References
- Successful Physical Capacities Examination and TB screening results
- Policy Council and Board Approval

Essential Job Responsibilities:

- Support the Head Start Mission Statement
- Follow and maintain the Standards of Conduct
- Support and maintain confidentiality of children and families
- Complete assigned trainings (ODE, ODOT, and Head Start requirements 15 hours annually)
- Support and implement all Head Start transportation policy and procedures
- Assist children with boarding and exiting the bus according to policy
- Escort children across the street when necessary
- Assist driver with completion of daily attendance sheet

- Ensure that all children are secured in weight and height appropriate child restraint systems and that while seated all adults use available seat belts
 - Visually observe the health of all children as they board the bus, communicate any concerns regarding the child's health with driver, teacher, and/or parent
 - Use appropriate communication and intervention skills (Conscious Discipline methodology) with children on the bus
 - Greet each parent as they escort their child to and from the bus
 - Assure release of each child to responsible adult (as indicated on release list)
 - Ensure that no child is left unattended while on the bus, following all procedures to prevent a child from being left on the bus (Active Supervision / Have You Walked the Aisle?)
 - Adhere to Child Guidance and Discipline Policy
 - Assist the driver with evacuation drills, and any emergency situations.
 - Complete all necessary documentation including; case notes, accident report, etc.
 - Maintain positive communications with parents, drivers, and co-workers. Relay information regarding child or family as indicated. Remember you are the parent's first contact with the program each day
 - Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
 - Regular and prompt attendance to provide quality supportive services to children, families, and community partners
 - Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations
- *At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Bus Aide Signature

Date

HCSM Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Bus Driver	Supervisor: Health & Community Services Manager
Position Summary:	
Provide safe and punctual transportation for all children enrolled in the program. Ensure that children are released to authorized adults in a safe manner. Maintain vigilant active supervision of children at all times. Provide a communication link between parents and Head Start.	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Possess a High School Diploma or GED• Possess a valid Ohio Commercial Driver's License• Pass a required T-8 physical	
Knowledge/Skills:	
<ul style="list-style-type: none">• Sensitivity and awareness of family cultural diversity• Demonstrate ability to interact and provide guidance to preschool children.• Demonstrate ability to communicate with parents and co-workers• Ability to multi-task and prioritize• Flexible, adaptable and self-motivated.• Ability to meet the physical qualifications of the position (frequent bending at the neck, waist and knees, as well as lifting up to 60 pound, especially a child, with all safety precautions)• Previous experience working with preschool children preferred• Previous driving experience	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Support the Head Start Mission Statement• Follow and maintain the Standards of Conduct• Support and maintain confidentiality of children and families• Adhere to agency/district rules and regulations detailed in the Bus Driver Manual• Assist with creation and revisions to daily bus routes as necessary• Provide safe transportation to and from Head Start, field trips, etc.• Provide direction to parents regarding expectation and implementation of Head Start transportation regulations and policies• Complete daily attendance sheet• Ensure that all children are secured in weight and height appropriate child safety seats and that while seated all adults use available seat belts	

- Visually observe the health of all children as they board the bus
 - Use appropriate communication, and intervention skills with children on the bus (Conscious Discipline)
 - Greet each parent as they escort their child to and from the bus. Maintain positive communications with parents, and Head Start staff, relaying important information to appropriate individuals as indicated
 - Assure that each child is released to a responsible adult (as indicated on release list).
 - Ensure that no child is left unattended while on the bus, following all procedures to prevent a child from being left on the bus (Active Supervision / Have You Walked the Aisle?)
 - Adhere to Child Guidance and Discipline Policy
 - Conduct evacuation drills, as required and complete necessary documentation of such drills.
 - Complete all necessary documentation including; case notes, accident report, etc.
 - Complete and maintain training in including but not limited to; First Aid, CPR, Communicable Disease, Child Abuse and Neglect Recognition
 - Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
 - Regular and prompt attendance to provide quality supportive services to children, families, and community partners
 - Perform other duties as assigned by supervisor to ensure compliance with federal, state, and local regulations to ensure the best interest of the agency
- *At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Bus Driver Signature

Date

HCSM Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Cafeteria Aide	Supervisor: Health & Community Services Manager
Position Summary:	
Assure food delivery to classrooms and prepare meals per USDA and Head Start standards.	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Possess a High School Diploma or GED• Valid Driver's License and liability insurance• Obtain Safe Serve Certification prior to or within one year of hire	
Knowledge/Skills:	
<ul style="list-style-type: none">• The ability to work independently and collaborate with building cafeteria manager, and HCSM.• Knowledge of portion control, proper food safety, and inventory.• Ability to maintain sanitary preparation facilities, appropriate temperature controls, and timely meal service.• Ability to lift at a minimum 40 pounds with safety precautions.• Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls.• Must be able to stand or sit for long periods of time• Good organizational skills.• Previous cafeteria experience preferred.	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals.• Demonstrate and support core values of the program.• Demonstrate and support Standards of Conduct.• Communication with food service staff and classroom staff.• Assemble food, dishes, utensils and supplies needed for timely meal preparation.• Assist in preparation and sort food for delivery to off-site classrooms.• Wash dishes, pots, pans and utensils using approved sanitation methods.• Assist with direction of volunteers as needed.• Complete daily/weekly kitchen cleaning responsibilities, including laundering towels.• Demonstrate on-going professionalism, work as a team, have a positive and professional	

attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan.

- Regular and prompt attendance to provide quality supportive services to children, families, and community partners.
- Assist with ordering and picking up misc. supplies as needed.
- Assist with preparing meals and snacks.
- Assist with maintaining all necessary records and documentation.
- Able to respond to flexible work schedule.
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations.

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Cafeteria Aide Signature

Date

HCSM Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Education Manager	Supervisor: Executive Director
Position Summary:	
Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise in assuring delivery of quality comprehensive services in Education, Mental Health, and Disabilities.	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor's Degree in Early Childhood Education (or related field)• Possess a valid Ohio Driver's License and liability insurance (must provide copy to employer)• ODE Licensure	
Knowledge/Skills:	
<ul style="list-style-type: none">• Demonstrate understanding of the Head Start Program Performance Standards• Sensitivity and awareness of diversity of family culture and impact of poverty• Demonstrates understanding of developmentally appropriate practices of early childhood development• Demonstrate independent problem solving, decision making, and leadership skills• Strong organization and time management skills and the ability to work both independently and in a team environment• Fluent and adept communicator and provide presentations to large groups• Written and verbal communication skills, including fluent computer skills, data entry web-based software, internet and e-mail applications, and reading comprehension• Able to interpret policy and procedure, understand a fiscal budget, maintain records, and follow emergency preparedness procedures• Knowledge and experience in early childhood education, preschool licensing and Step Up to Quality• History of supervision• Previous Head Start experience (preferred)	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval• Verification of current licensure	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing• Lead role in the organization and administration of Early Childhood Education programming• Supervise, evaluate and provide on-going guidance to members of teaching teams• Schedule and oversee placement of substitutes	

- Program planning, development, and implementation
- Assure compliance with Head Start Performance Standards
- Understand and lead the program in cultural diversity and multicultural principals that prevent bias
- Maintain an on-going monitoring system specific to education and disability programmatic areas to ensure compliance with federal, state, and local regulations
- Maintain reliability certification in CLASS and observe classrooms
- Ensure that all staff understand FERPA and agency's confidentiality policies and procedures
- Implement with fidelity chosen curriculum and assessment tool
- Aggregate and analyze data, develop and administer program Data Dialogue quarterly
- Develop and support individual professional development plans for education staff
- Fully understand and implement Ohio Department of Education licensing standards, as well as local licensing requirements
- Ensure program maintains 5 Star rating for QRIS, Step Up to Quality
- Oversee the implementation of agency selected curriculum and assessment tool(s)
- Assure accurate data entry and analysis of date to support quality services, referral tracking and agency planning based on service delivery and community need
- Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation
- Support the referral of suspected or known child developmental delays to LEA. Ensure the attendance and administration of services from ETR to IEP development
- Serve on various community committees as requested
- Maintain an ongoing monitoring system
- Supervise and conduct annual evaluation of education personnel
- Generate and document non-Federal Share (In-kind) hours
- Develop School Readiness goals and tracking mechanisms
- Actively participate in annual self-assessment, community needs assessment development and creation, program goal development and implementation
- Support the Executive Director with grant writing opportunities
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Education Manager Signature

Date

Executive Director Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Executive Director	Supervisor: Superintendent
Starting Salary:	
Position Summary:	
<p>Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise and leadership in the delivery of Head Start programmatic services. Ensure the Head Start grantee remains solvent, high quality, and fiscally sound. Engages with the local, state, and federal community to preserve funding and collaborative partnerships to guarantee on-going continuous improvement and services to eligible children and families.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor Degree• Experience in supervision, fiscal management, and administration• Possess a valid Ohio Driver's License and liability insurance	
Knowledge/Skills:	
<ul style="list-style-type: none">• Five or more years in professional leadership positions in social services, including grant writing.• Transparent and high integrity.• Ability to convey a vision of Mercer County Head Start's strategic future to staff, board, program participants, volunteers and donors.• Demonstrate ability to manage, supervise, and collaborate with multi-level staff members of varying education levels and diverse backgrounds.• Thorough knowledge of program, financial, and human resources management in a non-profit or human services organization.• Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.• Strong organizational abilities including planning, delegating, program development and task facilitation.• Working knowledge of local community needs and resources.• Working knowledge of Head Start/Early Childhood Education regulatory environment.• Excellent oral and written communication skills, including strong public speaking ability.• Demonstrated team-building skills.• Proven diplomacy and human relations' skills.• Proficient technology and computer skills.• Sensitivity and awareness of diversity of family culture and impact of poverty• Demonstrate understanding of the Head Start Program Performance Standards	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results.• Policy Council and Board of Education Approval• Per Log No. ACF-PI-HS-06-01; Issuance Date: 9/19/2006: Hiring of key personnel: Grantees are expected to notify the regional office prior to making a job offer to any staff identified as key personnel. Included in this notification should be the name of the person being recommended to be hired, the process used to recruit for this job, and why this person was determined to be the most qualified. Regional Offices will take no more than a few days to respond to the grantee's proposal	

Essential Job Responsibilities:

- Fully understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing standards.
- Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.
- Maintain an oversight of the organization to ensure that all programs, services, and systems are developed in accordance with Head Start Performance Standards, and are congruent with organizational philosophy, mission, and values.
- Oversee the efforts of managers, supervisors, coordinators, and specialists to monitor and control component budgets, identify and interpret Head Start and community needs, and conform to performance standards and other regulatory requirements
- Ensure the design of staff development and training structures, systems, and policies support the highest quality of services to children and families.
- Assure accurate data entry and analysis of data to support quality services, referral tracking and agency planning based on service delivery and community need.
- Ensure consistency in service delivery across the program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
- Monthly report to the Board of Directors providing timely and accurate organization key metrics, progress against strategic plans, and all other organization information necessary for the Board to function properly and to make informed decisions.
- Establish and maintain effective working relationships with the members of the Board of Directors, the Policy Council, and Head Start staff. Assure the adequate flow of information so that each group is well informed and each groups' input is considered.
- Represent Mercer County Head Start in the local, state, regional, and national communities. Act as a conduit for input and information, promote innovation at all levels, and be an effective advocate for staff, families and children.
- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners
- Research, investigate, and respond to potential grant opportunities.
- Maintain IT capabilities that will enable staff to work efficiently and protect private information of staff and families served.
- Ensure adequate infrastructure to support program needs and models (buildings, vehicles, etc.)
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Executive Director Signature

Date

Superintendent Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Family Advocate

Supervisor: Family Engagement Services Manager

Position Summary:

Assure full compliance with ERSEA (enrollment, recruitment, selection, eligibility, and attendance) standards. Provide ongoing support to families through communication, family goals, workshops and education. Assist with data management and program development.

Qualifications and Requirements:

Education/Certifications:

- Bachelors of Social Work Degree or related field, Minimum of Associate's Degree in Social Work or related field
- Valid Driver's License and liability insurance

Knowledge/Skills:

- Sensitivity and awareness of family cultural diversity
- Experience and knowledge of services available through community agencies
- Demonstrate understanding of Head Start Performance Standards
- Strong oral and written communication skills, ability to communicate and provide presentations to large groups, good interpersonal skills and the ability to use both reflective listening and nonverbal communication skills
- Experience in problem solving and decision- making
- Knowledge of early childhood education
- Development of strength-based goal setting
- Fully understand and implement the Mission Statement of Mercer County Head Start
- Previous Head Start experience, prior home visit experience preferred
- Regular attendance, teamwork, initiative, dependability, and promptness
- Fluent in technology including data entry, email, web-browsing, and MS Word
- Preferred ability to speak Marshallese or have knowledge of Marshallese Culture

Employment Conditional upon Results of the Following:

- Complete and pass (5) background checks prescribed by ODJFS
- Three Personal References
- Successful Physical Capacities Examination and TB screening results
- Policy Council and Board of Education Approval

Essential Job Responsibilities:

- Oversee ERSEA recruitment and enrollment of children into the Head Start program for all sites to ensure full enrollment and a waiting list are met in a timely manner
- Conduct home visits, center visits, or alternate location visits as desired by the family
- Provide orientation to parents on program services and policies. Participate in the planning, implementation and conducting of educational and enrichment activities for families
- Develop and implement Parent Committee Meetings
- Complete family strengths and needs assessment, assist families in identifying long and short-range goals, and develop and implement with families a Family Partnership Agreement

- Provide opportunities for parents to participate in the program as volunteers, parent committee and policy council members
- Provide opportunities for parents to enhance their parenting skills and knowledge of development needs of their children through trainings, meetings and referrals
- Engage with children and teachers in the classroom setting to enhance knowledge of and support parent communication regarding child development, classroom events and volunteering
- Transport family members in agency owned vehicles
- Along with the ERSEA team, monitor daily classroom attendance and complete follow up as prescribed by policy
- Generate and collect non-federal share
- Data management maintained and up to date
- Advocate for families
- Assist with transportation as a bus monitor as needed
- Understand and respect the chain of command
- Help with child care to allow families to participate in program activities
- Understand that evenings and weekends may be required in order to best meet the needs of the families
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations and to ensure the best interest of the agency

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Family Advocate Signature

Date

FESM Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Family Engagement Services Manager	Supervisor: Executive Director
Position Summary:	
<p>Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise in assuring delivery of all aspects of Parent, Family, and Community Engagement Framework (PFCE). Oversee full compliance of ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance). Supervise the Family Advocates and spearhead a parent engagement framework which includes parent committees, Policy Council, and Parent Ambassador program.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor Degree in Social Work or related services	
Knowledge/Skills:	
<ul style="list-style-type: none">• Possess a valid driver’s license and liability insurance (must provide copy to employer)• Sensitivity and awareness of diversity of family culture and impact of poverty• Demonstrate independent problem solving, decision making, and leadership skills• Strong organization and time management skills and the ability to work both independently and in a team environment• Fluent and adept communicator and able to provide presentations to large groups• Written and verbal communication skills, including intermediate to advance computer skills, data entry web-based software, internet and e-mail applications, and reading comprehension• Able to interpret policy and procedure, understand a fiscal budget, maintain records, and follow emergency preparedness procedures• Previous Head Start experience or related social services preferred• History of supervision	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) ODJFS background checks• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education approval• Verification of current licensure if applicable	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Understand and implement the Mission Statement of Mercer County Head Start, ensuring compliance with Head Start Performance Standards• Demonstrate commitment to ongoing personal and professional learning and development skills• Complete and maintain training related to Professional Development Plan.• Understand and lead the program in cultural diversity and multicultural principals, and state and local licensing standards• Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation	

- Develop and implement an annual recruitment plan, ensure full enrollment with a waiting list
- Develop and implement an annual attendance strategy that ensures students attend more than 85% of the time
- Oversee training related to Family Engagement
- Develop and implement a family engagement strategy that creates opportunities for a robust and active parent committee, Policy Council, and Parent Ambassador program
- Assure accurate data entry and analysis of data to support quality services, referral tracking and agency planning, based on service delivery and community need
- Aggregate and analyze data
- Serve on various community committees as requested
- Maintain an ongoing monitoring system for all programmatic components related to Family Engagement and ERSEA
- Supervise and conduct annual evaluation of family advocate personnel
- Promote, track, and encourage parent and community volunteers
- Work as an active member of the administrative team
- Actively participate in annual self-assessment, community needs assessment development and creation, program goal development and implementation
- Support the Executive Director with grant writing opportunities
- Provide in-service training (Family Engagement and ERSEA) to all staff
- Generate and document non-Federal Share (In-kind) hours
- Demonstrate ongoing professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings(15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Family Engagement Services Manager

Date

Executive Director

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Health & Community Services Manager	Supervisor: Executive Director
Position Summary:	
Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise in assuring the delivery of health, nutrition, safety services.	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor Degree in Nursing• Nursing Licensure required• Possess a valid Ohio Driver's License and liability insurance (must provide copy to employer)	
Knowledge/Skills:	
<ul style="list-style-type: none">• History of supervision• Able to interpret policy and procedure, understand a fiscal budget, maintain records, and follow emergency preparedness procedures.• Sensitivity and awareness of diversity of family culture and impact of poverty• Demonstrate independent problem solving, decision making, and leadership skills• Demonstrate understanding of the Head Start Program Performance Standards• Demonstrates understanding of developmentally appropriate practices of early childhood development• Medical care planning for special needs including developmental and dietary.• Strong organization skills and the ability to work both independently and in a team environment• Knowledge of community mental health, medical, dental and disability services• Ability to communicate and provide presentations to large groups.• Written and verbal communication skills, including: intermediate to advance computer skills, data entry web-based software, internet and e-mail applications, and reading comprehension.• Previous Head Start experience (preferred)• Previous experience in Community Health Nursing or related field	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results.• Policy council and Board of Education Approval• Verification of current licensure	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Fully understand and implement the Mission Statement of Mercer County Head Start ensuring compliance with Head Start Performance Standards, and local and state licensing standards.• Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.	

- Lead role in the organization and administration of Health Services Advisory Committee.
- Oversee the completion of the Program Information Report (PIR) with staff and through the COPA database.
- Assure accurate data entry and analysis of data to support quality services, referral tracking and agency planning based on service delivery and community need.
- Assure delivery of all health and nutrition services including developing individual plans of action for children as needed.
- Provide and document referral and follow up of screenings and or examinations.
- Maintain an ongoing monitoring system
- Develop and distribute written materials to support education for children, parents, and staff with regard to health and nutrition
- Provide annual Blood Borne Pathogen training to all staff.
- Serve as a health resource person to staff and parents. Serve on various community committees as requested.
- Serve on various community committees as requested.
- Supervise and conduct annual evaluation of food service, transportation, and custodial personnel
- Assure compliance with all CACFP requirements
- Assure compliance with all health and safety regulations prescribed by oversight agencies including but not limited to ODE, ODJFS, ODOT, CACFP, USDA, OHS.
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations
- Generate and document non-federal match.
- Actively participate in annual self-assessment, community needs assessment development and creation, program goal development and implementation.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

HCSM Signature

Date

Executive Director Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Head Cook

**Supervisor: Health & Community Services
Manager**

Position Summary:

Develop and maintain required records and assure food delivery to classrooms. Prepare meals per USDA and Head Start standards.

Qualifications and Requirements:

Education/Certifications:

- Possess a High School Diploma or GED
- Valid Ohio Driver's License and liability insurance
- Obtain Serve Safe certification prior to or within one year of hire

Knowledge/Skills:

- Ability to oversee preparation of high quality nutritional food items in large quantity
- Ability to maintain accurate documentation of purchases, and daily production
- Knowledge of portion control regarding recipes
- Ability to maintain sanitary food preparation facilities, appropriate temperature controls, and timely meal service
- Good organizational skills
- Ability to lift at a minimum 40 pounds with safety precautions
- Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls
- Must be able to stand or sit for long periods of time
- Previous cafeteria experience preferred

Employment Conditional upon Results of the Following:

- Complete and pass (5) background checks prescribed by ODJFS
- Three Personal References
- Successful Physical Capacities Examination and TB screening results
- Policy Council and Board of Education Approval

Essential Job Responsibilities:

- Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals.
- Demonstrate and support core values of the program.
- Demonstrate and support Standards of Conduct.
- Maintain daily menu production records.
- Provide input in preparing monthly menus for program.
- Track and order food and non-food items, with receipts of food service vendors.
- Complete inventory of food and supplies bi-annually.
- Responsible for efficient kitchen operation including providing direction to food service staff.

- Ensure timely communication with Health and Community Services Manager regarding operation needs or issues.
- Adhere to sanitation and safety procedures prescribed for the Head Start kitchens, i.e. proper food temperatures, storage and preparation guidelines (CACFP / SERVESAFE).
- Assemble food, dishes, utensils and supplies needed for timely meal preparation.
- Prepare and sort food for delivery to off-site classrooms.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Assist with direction of volunteers as needed.
- Complete daily/weekly kitchen cleaning responsibilities, including laundering towels.
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan.
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners.
- Order and pick up misc. supplies as needed.
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations.

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Head Cook Signature

Date

HCSM Signature

Date

Celina City Schools — Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Head Teacher	Supervisor: Education Manager
Position Summary:	
Provides all Head Start educational services to ensure compliance with Head Start Performance Standards, federal, state, and local guidelines and regulations, and Mercer County Head Start policies.	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor of Science Early Childhood Education or related field• ODE Early Childhood Education licensure (Requirement of Celina City Schools)• Possess a valid Ohio Driver's License and liability insurance	
Knowledge/Skills:	
<ul style="list-style-type: none">• Demonstrate knowledge of early child education, child observation and documentation• Able to work as a team and provide guidance for teacher assistant• Sensitivity and awareness of family cultural diversity• Flexible, adaptable and self-motivated• Strong verbal and written communication skills and basic computer skills• Ability to lift at a minimum 40 pounds with safety precautions• Walk, run, bend, kneel, reach overhead and able to work on the floor with young children• Active supervision and engagement with children• Ability to work with at-risk children with social — emotional concerns and / or children with identified disabilities• Lesson planning and classroom organization• Previous experience with preschool-aged children or previous Head Start experience (preferred)	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education approval	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals.• Demonstrate and support core values of the program.• Demonstrate and support Standards of Conduct.• Adhere to Head Start Performance Standards, and agency policies and procedures.• Maintains a physical environment that is conducive to promoting optimal growth and development via positive social interaction of preschool children.• Maintains classroom environment and evaluates developmental progress and maintains records for each child, including progress and attendance patterns.	

- Plan and implement daily lesson plans individualized per child’s individual style and pace of learning.
 - Support IEP goals prepared by Special Education teachers and / or therapist to set individual goals for all children.
 - Maintains accurate attendance and CACFP documentation.
 - Work as a team with Family Engagement staff to provide parent engagement activities both in the classroom and through family special events, family-teacher conferences, home visits, and ongoing communication.
 - Generate and collect in-kind activities of families and volunteers.
 - Maintaining accurate records and documentation through daily observation and documentation via computer database program.
 - Completes accurate documentation in a timely manner (ie. timesheets, COPA, Kiosk, CACFP, cleaning records, etc.)
 - Achieve reliability status while maintaining CLASS score at or above National threshold through on-site classroom observations.
 - Respond in accordance with Ohio Law regarding suspected child abuse and/or neglect.
 - Respond to crises or emergencies that may occur.
 - Provide emergency first aid as indicated.
 - Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor, necessary for successful implementation of program and to meet requirements of Professional Development Plan.
 - Regular and prompt attendance to provide quality supportive services to children, families, and community partners.
 - Meet or exceed the SUTQ required training hours benchmark of 20 hours in 2 years.
 - Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.
- *At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Head Teacher Signature

Date

Education Manager Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Head Start Office Secretary	Supervisor: Head Start Director
Position Summary:	
<p>Responsible to greet children, families, staff, and other visitors. Responsible for answering the main telephone line into the program. Assists visitors with locating staff / classrooms / programs, and routine communications throughout the program. Create, organize, and maintain programmatic and administrative filing systems. Act as an assistant to the Head Start Director supporting fiscal, programmatic, & operational requirements.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Associate’s Degree in Office Management or related field (Bachelor’s preferred)• High School Diploma or GED• Valid Driver’s License and liability insurance	
Knowledge/Skills:	
<ul style="list-style-type: none">• Sensitivity and awareness of family cultural diversity• Demonstrate ability to plan, organize and implement tasks to be compliant with Head Start Performance Standards and Policy Council policies• Strong interpersonal skills and demonstrated experience working with children, families, and social service programs• Technically competent with various software programs including Word, Excel, Google Docs, Power Point, Adobe Illustrator, online data collection systems (Survey Monkey)• Ability to lift at a minimum 40 pounds with safety precautions• Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls• Must be able to stand or sit for long periods of time• This position has specific vision abilities including close vision and the ability to adjust focus• Repetitive uses of fingers, hands, wrists for computer entry work• Ability to maneuver stairs• Head Start experience and knowledge of Head Start Program Performance Standards (preferred)• Previous experience (minimum 1 year) with data entry and the use of various software data collection systems• Fluent mathematical skills	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals• Demonstrate and support core values of the program• Demonstrate and support Standards of Conduct• Assists the Director and Management Team with the compilation of programmatic, administrative, fiscal information	

- Assists the HS Director with completion and oversight of the procurement policy & procedure
- Assists Head Start Director with the collection & illustration of data for grant writing purposes, required reports (Annual Report, Community Needs Assessment, Policy Council, & Board)
- Maintains inventory of items, goods, and services procured through Head Start funds
- Establishes and maintains office filing systems
- Assists the family engagement team with attendance calls
- Work both independently and in a team – oriented, collaborative environment
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Good time management by meeting deadlines, multitasking and stress management skills to be able to ensure that tasks get completed on time
- Ability to build and maintain collaborative working relationships with a diverse staff
- Ability to exercise good judgment
- Ability to make good decisions quickly and provide alternate solutions in times of problems
- Reacts to project adjustments and alterations promptly and efficiently
- Very organized and systematic in working with projects and or tasks assigned
- Ability to demonstrate initiative, follow – through, and accountability
- Ability to respond effectively to the most sensitive inquiries and / or complaints maintaining complete confidentiality where required
- Strong attention to detail and accuracy
- Strong oral and communication skills
- Regular positive attendance, including promptness to all meetings, events, appointments, etc.
- Uphold a professional appearance at all times
- Communicate precisely, objectively, positively, and appropriately
- Preserve confidentiality of all program, staff, and client information
- Adhere to all program policies
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations.

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

	Head Start Director	
Head Start Office Secretary	Signature	Date
Date		

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Information Technology Office Secretary

Supervisor: Head Start Director

Position Summary:

Collect appropriate data regarding children, families, and staff that are necessary for program operations. Observe, demonstrate, train, and enforce confidentiality rules, laws, and rights with all staff and volunteers regarding data. Manage the COPA, Teaching Strategies GOLD, and state-regulated data systems (EMIS, DASL, OCCRRA) for storage and retrieval; generate and distribute reports both periodically and on an as needed basis. Adhere to strict deadlines established by program monitoring tools, state, & federal guidance. Must be willing to travel between facilities to provide assistance as requested, and for on-going professional development.

Qualifications and Requirements:

Education/Certifications:

- Associate's Degree in Office Management or related field
- High School Diploma or GED
- Valid Driver's License and liability insurance

Knowledge/Skills:

- Sensitivity and awareness of family cultural diversity
- Demonstrate ability to independently plan, organize and implement tasks to be compliant with Head Start Performance Standards and Policy Council policies
- Strong interpersonal skills and demonstrated experience working with children, families, and social service programs
- Technically competent with various software programs including Word, Excel, Google Docs, data entry software systems (COPA, TSGOLD, EMIS, DASL)
- Ability to lift at a minimum 40 pounds with safety precautions
- Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls
- Must be able to stand or sit for long periods of time
- This position has specific vision abilities including close vision and the ability to adjust focus
- Repetitive uses of fingers, hands, wrists for computer entry work
- Ability to maneuver stairs
- Head Start experience and knowledge of Head Start Program Performance Standards (preferred)
- Previous experience (minimum 1 year) with data entry and the use of various software data collection systems

Employment Conditional upon Results of the Following:

- Complete and pass (5) background checks prescribed by ODJFS
- Three Personal References
- Successful Physical Capacities Examination and TB screening results
- Policy Council and Board of Education Approval

Essential Job Responsibilities:

- Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals
- Demonstrate and support core values of the program
- Demonstrate and support Standards of Conduct
- Maintains / organizes personnel files and ensures compliance with licensing and OHS regulations
- Assists the Director and Management Team with the compilation of programmatic, administrative, fiscal information
- Assists Education Manager, District Special Education staff, and County ESC staff with maintaining / organizing and entering information into respective data collection systems for children with special needs.

- Collect, organize, manage, & monitor non-federal match on a weekly, monthly, quarterly, semi-annual, and annual basis.
- Establishes and maintains office filing systems
- Process children’s source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the supervisor for resolution.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, deleting, or reentering data.
- Understand the PIR, ensure data is periodically reviewed throughout the year to ensure compliance and submitted accurately prior to the due date.
- Ensure the annual “roll-over” of the COPA system.
- Develop and maintain relationships with support networks with all software systems.
- Work both independently and in a team – oriented, collaborative environment
- Can conform to shifting priorities, demands and timelines through analytical and problem – solving capabilities
- Good time management by meeting deadlines, multitasking and stress management skills to be able to ensure that tasks get completed on time
- Ability to build and maintain collaborative working relationships with a diverse staff
- Ability to exercise good judgment
- Ability to make good decisions quickly and provide alternate solutions in times of problems
- Reacts to project adjustments and alterations promptly and efficiently
- Very organized and systematic is working with projects and or asks assigned
- Ability to demonstrate initiative, follow – through, and accountability
- Ability to respond effectively to the most sensitive inquiries and / or complaints maintaining complete confidentiality where required
- Strong attention to detail and accuracy
- Strong oral and communication skills
- Regular positive attendance, including promptness to all meetings, events, appointments, etc.
- Uphold a professional appearance at all times
- Communicate precisely, objectively, positively, and appropriately
- Preserve confidentiality of all program, staff, and client information
- Adhere to all program policies
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

IT Office Secretary

Date

Director Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Teacher Assistant	Supervisor: Education Manager
Position Summary:	
<p>Assist the Head Teacher in planning and implementing the educational program for the children by developing a working knowledge of the Head Start Program Performance Standards, Ohio Department of Education Early Learning Content Standards, Head Start Early Learning Outcomes Framework, chosen curricula in education and social emotional supports, Teaching Strategies GOLD assessment, and ongoing documentation in the COPA system.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelors of Science Early Childhood Education (Preferred), Associate of Arts Early Childhood Education or Child Development Accreditation Certificate• Possess a valid Ohio Driver’s License and liability insurance	
Knowledge/Skills:	
<ul style="list-style-type: none">• Demonstrate knowledge of and experience with early child education, child observation and documentation• Flexible, adaptable and self-motivated• Sensitivity and awareness of family cultural diversity• Strong verbal and written communication skills and basic computer skills• Previous Head Start experience (preferred)• Ability to lift at a minimum 40 pounds with safety precautions• Walk, run, bend, kneel, reach overhead and able to work on the floor with young children• Active supervision and engagement with children• Ability to work with at-risk children with social – emotional concerns and / or children with identified disabilities	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals• Demonstrate and support core values of the program• Demonstrate and support Standards of Conduct• Assist the Head Teacher with daily operations in the center classroom working with both children and parents. This will include but is not limited to, preparation of the learning environment and gathering necessary materials, the daily routine, small and large group times, outdoor time, and mealtime activities. Work with children will be performed at their physical	

level.

- Ensure the safety of all children by assuring proper supervision of the children at all times (Active Supervision).
- Ensure a safe, healthy, sanitary, and organized learning environment.
- Demonstrate a working knowledge of the chosen curricula, assessments, HSELOF, and ODE Early Learning Content Standards.
- Assist the Head Teacher in the planning and providing activities and experiences that promote interest in individualization and skill building in all developmental domains.
- Take part in developing weekly lesson plans utilizing the program's adopted curricula, HSELOF, and ODE ELCs.
- Become familiar with and support achievement of successful CLASS rating at or above National threshold.
- Assist in completion of developmental screenings of all children in compliance with time frames.
- Assist in observing and recording children's developmental progress using identified assessment tool.
- In the absence of the Head Teacher, assure the continued smooth and safe operation of the center.
- Support the efforts of the center team in planning and implementing Family Engagement activities
- With the entire center team recruit and train volunteers.
- Generate and collect in-kind activities of families and volunteers.
- When requested by supervisor, attend parent meetings and support children during these meetings.
- Attend and participate in all staff meetings.
- Completes accurate documentation in a timely manner (ie. timesheets, COPA, Kiosk, CACFP, cleaning records, etc.)
- Maintain confidentiality in all areas for families and staff.
- Adhere to all program policies.
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Meet or exceed the SUTQ required training hours benchmark of 20 hours in 2 years.
- Respond to crises or emergencies that may occur.
- Provide emergency first aid as indicated.
- Respond in accordance with Ohio Law regarding suspected child abuse and / or neglect.
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations.

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Teacher Assistant Signature

Date

Education Manager Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Transportation Secretary

Supervisor: Health & Community Services Manager

Position Summary:

This position is responsible to perform typical office routines and duties. This position is responsible to act as the communication bridge between the Head Start office staff and transportation staff. This individual is responsible for answering the bus garage telephone line for the program, assist staff with children who are returned to bus garage for pick up, assist with communicating with parents, develop bus routes, and routine communications throughout the program. This individual is responsible to create, organize, and monitor the transportation section of COPA.

Qualifications and Requirements:

Education/Certifications:

- High School Diploma or GED
- Valid Driver's License (CDL preferred) and liability insurance

Knowledge/Skills:

- Sensitivity and awareness of family cultural diversity
- Strong interpersonal skills and demonstrated experience working with children, families, and peers
- Technically competent with various software programs including Word, and data entry programs
- Ability to lift at a minimum 60 pounds with safety precautions
- Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls
- Must be able to stand or sit for long periods of time
- This position has specific vision abilities including close vision and the ability to adjust focus
- Repetitive uses of fingers, hands, wrists for computer entry work
- Ability to maneuver stairs
- Previous bus driving experience (preferred)

Employment Conditional upon Results of the Following:

- Complete and pass (5) background checks prescribed by ODJFS
- Three Personal References
- Successful Physical Capacities Examination and TB screening results
- Policy Council and Board of Education Approval

Essential Job Responsibilities:

- Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals
- Demonstrate and support core values of the program
- Demonstrate and support Standards of Conduct
- Assists the HCSM and FESM as well as transportation staff in ensure all Head Start Program

Performance Standards are met

- Establishes and maintains office filing systems
- Work both independently and in a team – oriented, collaborative environment
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Support and maintain confidentiality of children and families
- Adhere to agency/district rules and regulations detailed in the Bus Driver Manual
- Assist with creation and revisions to daily bus routes as necessary
- Good time management by meeting deadlines, multitasking and stress management skills to be able to ensure that tasks get completed on time
- Ability to build and maintain collaborative working relationships with a diverse staff
- Ability to exercise good judgment
- Ability to make good decisions quickly and provide alternate solutions in times of problems
- Reacts to project adjustments and alterations promptly and efficiently
- Very organized and systematic is working with projects and or asks assigned
- Ability to demonstrate initiative, follow – through, and accountability
- Ability to respond effectively to the most sensitive inquiries and / or complaints maintaining complete confidentiality where required
- Strong attention to detail and accuracy
- Strong oral and communication skills
- Uphold a professional appearance at all times
- Communicate precisely, objectively, positively, and appropriately
- Preserve confidentiality of all program, staff, and client information
- Adhere to all program policies
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners including promptness to all meetings, events, appointments, etc.
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Transportation Secretary

Date

HCSM Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Mental Health Manager	Supervisor: Executive Director
Position Summary:	
<p>The Mental Health Manager will work to assure cooperative programming of Head Start children identified as needing therapeutic mental health interventions or generalized mental health supports, support successful enrollment of children in accordance with the Head Start Program Performance Standards, Ohio Department of Education rules and regulations, MCHS policies and procedures; serve as a liaison between parents and staff and other collaborative partners; ensure that children and families are linked to necessary services. This position has specific focus on the coordination of mental health programming and framework for the entire program. The Mental Health Manager will coordinate services with local contracted mental health providers throughout the county. The Mental Health Manager will advocate for children by assisting families and agency representatives through the children’s treatment and transition stages and provide follow-up visits to the child, parent and / or community school programs as identified.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Bachelor Degree in Social Work or related field, or Licensed Social Worker or higher credential• At a minimum (1) year prior social service experience with families	
Knowledge/Skills:	
<ul style="list-style-type: none">• Possess a valid driver’s license and liability insurance• Sensitivity and awareness of diversity of family culture and impact of poverty• Demonstrate independent problem solving, decision making, and leadership skills• Strong organization and time management skills and the ability to work both independently and in a team environment• Ability to communicate and provide presentations to large groups• Written and verbal communication skills, including: intermediate to advance computer skills, data entry web-based software, internet and e-mail applications, and reading comprehension.• History of good job attendance	
Employment Conditional upon Results of the Following:	
<ul style="list-style-type: none">• Criminal Background Clearance• Three Personal References• Successful Physical Capacities Examination and TB screening results	
Essential Job Responsibilities:	
<ul style="list-style-type: none">• Demonstrate commitment to ongoing personal and professional learning and development skills.• Complete and maintain training related to Professional Development Plan.• Fully understand and implement the Mission Statement of Mercer County Head Start, Head Start Performance Standards, and Ohio Department of Education licensing Standards, as well as local licensing requirements.	

- Responsible for implementation of agency policy and procedures, outcomes, reports, and other documentation.
- Support the program in promoting children’s mental health, social / emotional well-being and identification / inclusion of disabilities by recommending and coordinating resources for strategies and program development to support children with disabilities, social emotional and mental health concerns, and challenging behaviors.
- Partner with contracted consultation services to ensure a mental health consultant is available to support staff, children, and families in a timely effective manner.
- Assist in formulating and implementing child / family interagency treatment plans, including collaborative treatment plans with other community professionals.
- Demonstrate mastered knowledge of screening and assessment tools, curricula, and individualized planning for staff and children.
- Oversee implementation and continuation of the agency-selected social / emotional approach in all program options.
- Oversee and monitor delivery of Mental Health services.
- Maintain and triage all referrals for therapeutic services, mental health consultation, and special education services.
- Oversee training related to Mental Health.
- Assure accurate data entry and analysis of data to support quality services, referral tracking and agency planning based on service delivery and community need.
- Serve on various community committees as requested.
- Function as an active member of the administrative team.
- Participate in staff meetings, trainings, and center team meetings.
- Maintain an ongoing monitoring system.
- Generate and document non-Federal Share (In-kind) hours.
- Perform other duties as assigned by supervisor to ensure compliance with federal, state and local regulations.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Mental Health Manager

Date

Executive Director

Date

Mercer County Head Start

School Readiness Goals

Social and Emotional Development: Children will develop self-regulation skills that enable them to form and participate in positive and meaningful relationships with others as well as engage in play and work.

Head Start ELOF alignments: Child manages actions, words, and behavior with increasing independence (P-ATL 4). Child manages emotions with increasing independence (P-SE 8).

Teaching Strategies Assessment alignment: 1a. Manages feelings – Green & Blue bands 6

ODE Standards – Recognize and identify own emotions and emotions of others. Communicate a range of emotions in socially acceptable ways.

Language and Literacy Knowledge: Children will develop expressive language skills and expand their vocabulary to communicate. Children will develop knowledge of print and its uses including an understanding that print carries a message and print is organized and read in particular ways.

Head Start ELOF alignments: Child expresses self in increasingly long, detailed, and sophisticated ways. (P-LC 5). Children demonstrates an understanding of how print is used (functions of print) and the rules that govern how print works (conventions of print). (P-LIT 2).

Teaching Strategies Assessment alignment: 9a. Uses an expanding expressive vocabulary – Green & Blue bands 6

Teaching Strategies Assessment alignment: 17b. Uses print concepts – Green band – 2, Blue band – 4

ODE Standards (Language) – Continue a conversation through multiple exchanges. Produce and expand complete sentences in shared language activities.

ODE Standards (Literacy) – Print letters of own name. “Read” what he / she has written. Show awareness that one letter or clusters of letters represents one word.

Physical Development and Health Knowledge: Children will demonstrate positive growth and behaviors associated with motor / muscle development, and overall physical well-being.

Head Start ELOF alignments: Child demonstrates control, strength, and coordination of large muscles. (PMP-1). Child demonstrates increasing control, strength, and coordination of small muscles. (PMP-3).

Teaching Strategies Assessment alignment: 6. Demonstrates gross-motor manipulative skills – Green & Blue bands 6

Teaching Strategies Assessment alignment: 7b. Uses writing & drawing tools – Green & Blue bands – 6

ODE Standards (Gross Motor) – Demonstrates locomotor skills with control, coordination, and balance.

ODE Standards (Fine Motor) – Coordinate the use of hands, fingers, and wrists to manipulate objects and perform tasks requiring precise movements. Use a 3-finger grasp of dominant hand to hold a writing tool.

Approaches to Learning: Children will develop their abilities to attend and to use memory strategies to enhance their learning opportunities in the everyday environment.

Child holds information in mind and manipulates it to perform tasks. (P-ATL – 8).

Teaching Strategies Assessment alignment: 12b. Makes connections – Green & Blue bands – 6

ODE Standards – Remember and use information for a variety of purposes. Follow 2-step directions or requests.

Cognitive and General Knowledge : Children will develop fundamental mathematical skills through exploration and intentional learning opportunities in their everyday environment.

Child understands the relationship between numbers and quantities. (P- MATH – 3).

Teaching Strategies Assessment alignment: 20c. Connects numerals with quantities – Green bands – 4, Blue bands – 6.

ODE Standards – Understands that the last number spoken tells the number of objects counted. Demonstrates one-to-one correspondence.

Final Rule on Designation Renewal System Changes

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-05

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Final Rule on Designation Renewal System Changes ACF-PI-HS-20-05

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-20-05
- 2. Issuance Date:** 08/27/2020
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit

Program Instruction

To: Head Start and Early Head Start Grantees and Delegate Agencies

Subject: Final Rule on Designation Renewal System Changes

Instruction:

The Office of Head Start (OHS) announced in the [Federal Register](#) a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition,

the condition related to the Classroom Assessment Scoring System (CLASS[®]), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS[®] Condition

For the CLASS[®] condition, the final rule facilitates the use of CLASS[®] as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion, while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS[®].

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS[®] domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS[®] score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3, for all CLASS[®] reviews conducted through July 31, 2025. For all CLASS[®] reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective on October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions, to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive 5-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

See PDF Version of Program Instruction:
[Final Rule on Designation Renewal System Changes \[PDF, 58KB\]](#)

Historical Document