

Head Start Administrative Compensation Plan

4/30/19
 Rev. 5/15/19
 Rev. 7/10/19
 Rev. 9/16/20

Part I – Base Salary	Dec. 2017	Dec. 1, 2018	Dec. 1, 2019	Dec. 1, 2020
A. <u>Levels</u>	<u>2.6% COLA</u>	<u>1.77% Increase</u>	<u>1% Increase</u>	<u>1% Increase</u>
Level 1	55,718	56,704	57,271	57,844
Level 2	57,442	58,459	59,044	59,635
Level 3	59,225	60,273	60,876	61,485
Level 4	61,060	62,141	62,762	63,390
Level 5	62,953	64,067	64,708	65,355
Level 6	64,905	66,054	66,715	67,382
Level 7	66,920	68,104	68,785	69,473
Level 8	68,993	70,214	70,916	71,625
Level 9	71,128	72,387	73,111	73,842

Head Start Administrators will be granted raises based on the Federal Cost of Living adjustment percentage (if one is allocated).

B. Teaching/Administrative Longevity Credits

15 years – 4% added to base
 25 years – 5% added to base

C. Level Placement and Advancement

Administrators will be placed on the level deemed most appropriate by the Superintendent. Administrators will only advance levels at the Superintendent's discretion. The Superintendent will consider experience, performance, and individual accomplishments when considering level movement. At no time shall administrators be reduced in level placement.

PART II – Responsibility Factor

- A. Health & Community Services Manager (260 days) Factor .63
- B. Family Engagement Services Manager (260 days) Factor .63
- C. Education Manager (260 days) Factor .63
- D. Head Start Executive Director (260 days) Factor .95
- E. **Mental Health Manager (225 days) Factor .55**

PART III – Leave/Benefits

Administrators will be entitled to sick leave, personal leave, and all other leaves commonly granted to the employees of the district. Vacation leave time, which is available to 260 day employees only, is twenty five days per contract year.

Vacation leave requests must be submitted for approval to the Superintendent at least ten days in advance of the use of the leave time on a vacation request form.

Administrators will be reimbursed at their respective calculated per diem rate of day for up to 3 unused vacation days per year.

The District will offer to the employees covered by this agreement the plans offered by the Mercer-Auglaize Benefit Trust ("MABT"). The current PPO Plan will be in effect until discontinued by the MABT at a cost of 15% in 2018-19; 20% in 2019-20 and 20% in 2020-21. The District will also offer the option of an HDHP/HSA Plan offered by MABT at a cost of 7.5% (for all three years).

For the HDHP plan, the Board will contribute \$1225 for a single plan and \$2450 for a family plan to each employee's HSA from January 1, 2019 to December 31, 2019; and from January 1, 2020 to December 31, 2020; and from January 1, 2021 to December 31, 2021, with no match required by the employee.

For each year, half of the contribution will be deposited into the employee's account on the first pay in January and the other half to be provided the earlier of the first pay in July or once the employee has used all of the funds deposited by the Board.

The Administrator will have the option annually of declining the medical benefits and receiving compensation of a \$3,000 stipend. This is an annual calendar year election.

Life insurance will be provided as described in the respective employee's contract.

Severance pay is a reward for service to the district.

Severance pay is based upon the accumulation and use of sick leave. For the purposes of severance pay, this accumulation is unlimited. Each day accumulated and each day used will affect the amount of severance pay the respective employee will receive upon retirement.

At the time of the employee's retirement through their respective retirement system, the following severance pay calculation will be made:

- a. The first 160 days of accumulated severance leave will be payable at 25% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.
- b. The next 160 days of accumulated severance leave will be payable at 20% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.
- c. The balance of any accumulated severance leave will be payable at 15% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.

Such payment will only be made once to an employee and shall eliminate all sick leave and severance leave accumulations

Other benefits may be included in the respective employee's contract.

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