

Head Start Monthly Report April 2018

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:

Credit Card: \$1,209.13

House of Magnets - \$225.95 – Recruitment

Kalahari Resort - \$151.29 – Education Staff

Kalahari Resort - \$151.29 – Education Staff

Totally Promotional - \$173.00 - Recruitment

Doubletree - \$253.80 – Jenine Bertke &- SW conference

Doubletree - \$253.80 – Karla Kessler – SW Conference

B. Program Information Summary

The month of March saw the conclusion of the annual Self-Assessment. The report is attached and requires approval from the Board. The administration team worked diligently to get all Head Start staff an OCCRA account and fingerprinted this month. ODJFS informed the IT Secretary that they are “backlogged”. Managers will now begin the process of identifying regularly scheduled substitutes and volunteers for background check completion. The Director met with ESC staff to discuss referrals and transitions. The Director informed the ESC Superintendent of the background check requirement for staff, the ESC will ensure their staff have appropriate background checks completed for fall, 2018. The Director has been working with Policy Council workgroups on reviewing job descriptions and evaluations. Both documents required updating to remain in

compliance with HSPPS. Cameron Warner, Jim Jordan’s legislative aide, visited the site on 4/13 and shared that the Congressman would be visiting in the fall. The Director and Education Manager attended the Chamber of commerce banquet. The School Family Committee met this month and decided to have a dinner at CJ Highmarks for staff appreciation in May. March 21st the program was closed for snow. Make up days have been scheduled for March and May.

Education –Director, Education Manager, and Practice-Based Coach met with Jenny Buehler from TTA to work on school readiness, data mining, Big 5 training, PBC, and next year’s TTA.

Mental Health –Six children have been seen by the Mental Health Consultant. Four other children are receiving mental health services outside of Head Start. Several staff attended Mental Health First Aid training.

Disabilities – 22 current IEPs

Health –HCSM completed annual HSAC meeting.

ERSEA – So far this year we have served 171 children in the Head Start program. For program year 18/19, we have accepted 48 children.

Family Engagement –FCSM and FA attended the OHSAl Social work conference.

C. Enrollment / Attendance

143 children are currently enrolled.

Enrollment by Program Option:

Half Day PY Head Start	105
Full Day School Year Ed Complex	20
Full Day School Year Rockford	18
ECE – State – funded (CPPS)	13

Attendance by Program Option:

Half Day PY Head Start	80.90%
Full Day School Year Ed Complex	83%
Full Day School Year Rockford	95.29%
CPPS	90.77%

D. CACFP report – CACFP claimed meals

Month Served	March 2018
Total Days Attendance	Rockford - 15 , Part Day programming - 15 Ed Complex Full day Programming - 21
Total Breakfast	1230
Total Lunches	2068
Total Snacks	2096

Total Meals	5394
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E. Self-Assessment

- Completed March 2018 – see attached

F. Community Assessment

- Completed December 2017

G. Communication and guidance from the Secretary

Head Start Director is asking for an approval of 3 student calendars for SY 17-18.

Part Day Part Year Head Start = 133 days

Full Day School Year Head Start = 170 days

Full Day Part Year Head Start (Rockford) = 136 days

Attachments to report:

Self-Assessment Report

Required Health Screening Report

Immunization Report

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2018 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,393,105.00	-	1,393,105.00	328,000.00	1,065,105.00
CACFP Revenue	-	88,230.00	88,230.00	25,700.86	62,529.14
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,393,105.00	88,230.00	1,481,335.00	353,700.86	1,127,634.14

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	648,869.00	50,400.00	699,269.00	178,759.84	-	520,509.16	
Fringe Benefits	441,333.00	9,100.00	450,433.00	96,388.45	22,831.96	331,212.59	
Programming	175,256.00	4,230.00	179,486.00	21,200.72	20,597.59	137,687.69	
Supplies	97,090.00	24,500.00	121,590.00	25,951.99	26,863.85	68,774.16	
Capital Outlay	-	-	-	-	-	-	
Other Expenditures	10,325.00	-	10,325.00	-	414.00	9,911.00	
PA22 subtotal	1,372,873.00	88,230.00	1,461,103.00	322,301.00	70,707.40	1,068,094.60	
Training & Technical Services							
Training & technical serv (job code 400)	10,480.00	-	10,480.00	4,726.00	3,726.00	2,028.00	
Staff out of town travel	8,752.00	-	8,752.00	3,000.21	5,501.80	249.99	
Subtotal Purch Service	19,232.00	-	19,232.00	7,726.21	9,227.80	2,277.99	
Training & Tech Supplies	1,000.00	-	1,000.00	137.07	86.26	776.67	
Subtotal Supplies	1,000.00	-	1,000.00	137.07	86.26	776.67	
T&TA -PA20	20,232.00	-	20,232.00	7,863.28	9,314.06	3,054.66	
Return of Board Advance	-	-	-	-	-	-	
TOTALS	1,393,105.00	88,230.00	1,481,335.00	330,164.28	80,021.46	1,071,149.26	

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 23,536.58

439 Early Childhood				Purchased		Capital		
	Salaries	Fringes	Services	Supplies	Outlay	Other	Total	
	100	200	400	500	600	800		
Original								
CCIP Budget	40,296.00	6,224.00	3,000.00	2,480.00	-	-	52,000.00	
9/8/2017	(10,165.00)	11,735.00	(290.00)	(1,280.00)	-	-	-	
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
Adjusted								
CCIP Budget	30,131.00	17,959.00	2,710.00	1,200.00	-	-	52,000.00	
Exp thru 9/30	4,355.13	2,364.67	163.50	-	-	-	6,883.30	
Exp thru 10/31	3,740.27	2,293.35	-	-	-	-	6,033.62	
Exp thru 11/30	3,914.61	2,135.14	-	-	-	-	6,049.75	
Exp thru 12/31	3,870.89	2,374.93	-	-	-	-	6,245.82	
Exp thru 01/31	3,870.90	2,654.71	75.00	-	-	-	6,600.61	
Exp thru 02/28	3,950.90	2,568.49	-	-	-	-	6,519.39	
Exp thru 03/31	3,870.90	880.56	-	249.55	-	-	5,001.01	
Exp thru 04/30	-	-	-	-	-	-	-	
Exp thru 05/31	-	-	-	-	-	-	-	
Exp thru 06/30	-	-	-	-	-	-	-	
Exp thru 07/31	-	-	-	-	-	-	-	
Exp thru 08/31	-	-	-	-	-	-	-	
Total Expenditures	27,573.60	15,271.85	238.50	249.55	-	-	43,333.50	
CCIP Budget								
Remaining	2,557.40	2,687.15	2,471.50	950.45	-	-	8,666.50	

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
02/23	YOU CAN BOOK ME 441234245538	7.00
02/28	APL* ITUNES.COM/BILL 866-712-7753 CA	49.80
02/27	OED EDUCATOR LICENSURE 614-644-2636 OH	25.00
03/02	APL* ITUNES.COM/BILL 866-712-7753 CA	112.05
03/05	APL* ITUNES.COM/BILL 866-712-7753 CA	29.70
03/12	DRAPHIX/TEACHER DIRECT 205-226-0830 AL	95.66
03/13	PDQCOM 801-6574657 UT	225.00
03/13	NATL CATHOLIC EDUCATIONAL 571-2570010 VA	456.00
03/14	THE LIBRARY STORE INC. 309-925-3923 IL	175.47
03/14	THERAPY SHOPPE 616-696-7441 MI	42.48
03/14	IN *FLAGS USA LLC 630-2330277 IL	204.00
03/14	PLANK ROAD PUBLISHING 262-7905218 WI	181.53
03/15	POWELL COMPANY LTD 419-2289625 OH CONNIE ROSE TRANSACTIONS THIS CYCLE (CARD 0944) \$11,533.13	8,096.39
02/26	WAL-MART #1433 CELINA OH	23.76
03/19	WAL-MART #1433 CELINA OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 0969) \$50.98	27.22
02/28	DOUBLETREE BY HILTON C COLUMBUS OH	-133.95
03/01	KALAHARI RESORT- OH SANDUSKY OH	-151.29
03/01	KALAHARI RESORT- OH SANDUSKY OH	-151.29
03/02	HOUSEOFMAGNETS - GOGBS 619-258-4081 CA	225.95
03/01	KALAHARI RESORT- OH SANDUSKY OH	151.29
03/01	KALAHARI RESORT- OH SANDUSKY OH	151.29
03/06	TOTALLYPROMOTIONAL.COM 567-890-6042 OH	173.00
03/17	DOUBLETREE BY HILTON C COLUMBUS OH	253.80
03/17	DOUBLETREE BY HILTON C COLUMBUS OH AMY ESSER TRANSACTIONS THIS CYCLE (CARD 0977) \$772.60	253.80

2018 Totals Year-to-Date	
Total fees charged in 2018	\$0.00
Total interest charged in 2018	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.49%(v)(d)	-0-	-0-
CASH ADVANCES			
Cash Advances	20.49%(v)(d)	-0-	-0-
BALANCE TRANSFERS			
Balance Transfer	14.49%(v)(d)	-0-	-0-

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

28 Days in Billing Period

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

March

In-Kind	Hours	Amount per hour	Total
Support Personnel			
District Superintendent-\$8166 per year			\$680.50
Treasure's Office -3 employees/\$14,753 year			\$1,229.42
Speech Therapist-\$58,070 per year			\$4,839.17
Technology Support-\$10,537 per year			\$878.08
PT/OT		\$62.20	\$0.00
PT/OT Assistant		\$40.50	\$0.00
ELL	9	\$27.84	\$250.56
Beth Smalley	27.25	\$51.00	\$1,389.75
		Sub Total	\$9,267.48
Building Usage			
Utilities-\$17,136 year			\$1,428.00
Custodian-\$67,094per year			\$5,591.17
Maintenance-\$13,575 year			\$1,131.25
		Sub Total	\$8,150.42
Volunteer			
Cafeteria Assistants	107.5	\$10.97	\$1,179.28
Tri Star Volunteers	18.25	\$16.40	\$299.30
Librarian		\$19.75	\$0.00
College Interns	71.75	\$16.40	\$1,176.70
At Home Activities	62.25	\$16.40	\$1,020.90
Community Partners	1.75	\$16.40	\$28.70
		Sub Total	\$3,704.88
Goods & Services			
CJ Highmarks for PC-20% discount			\$15.30
rug and helping buddie donation			\$249.95
Parent Classroom Volunteer/POP's	5	\$16.40	\$82.00
Policy Council / HSAC	18	36.19	\$651.42
		Sub Total	\$998.67
Mileage			
	Total Miles	Amount Per Mile	
PC members		0.545	\$-
Total This Month			\$22,121.45
In-Kind Needed Each Month:			
\$26,804.75			
Annual required inkind			\$321,657.00
Inkind needed to date			\$230,002.57

Agency: Mercer County Head Start

Site: All

Currently Enrolled= 144

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Dental	127	17
Growth Assessment	135	9
HCT or HGB	123	21
Hearing	133	11
Lead Screening (Mandated)	118	26
Vision	137	7

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
118	26

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Agency: Mercer County Head StartSite: All

Currently Enrolled= 144

421-Immunization Status

Name	1st	2nd	3rd	4th	5th	Waiver/Compliance
Completed						
Polio	144	143	142	N/A	N/A	N/A
DTAP	144	143	142	132	N/A	2
MMR	144	N/A	N/A	N/A	N/A	N/A
HIB	144	139	127	98	N/A	46
HepatitisB	144	142	141	N/A	N/A	N/A
Varicella	144	N/A				N/A
HepatitisA	144	126	N/A	N/A	N/A	11
Pneumococcal	142	140	131	100	N/A	44
Rotavirus	106	90	69	N/A	N/A	75
Incomplete						
Polio		1	2	N/A	N/A	
DTAP		1	2	12	N/A	
MMR		N/A	N/A	N/A	N/A	
HIB		5	17	46	N/A	
HepatitisB		2	3	N/A	N/A	
Varicella		N/A				
HepatitisA		18	N/A	N/A	N/A	
Pneumococcal	2	4	13	44	N/A	
Rotavirus	38	54	75	N/A	N/A	
Source	Children up-to-date on immunizations (As of 04-06-2018)	Children NOT up-to-date on immunizations (After 04-06-2018)	Children received all possible shots (As of 04-06-2018)	Children NOT current on all possible shots (After 04-06-2018)	Children met State's guidelines for an exemption from immunizations	None
Current Immunization Record	123	0	5	6	1	9
Health History at Enrollment	59	N/A	17	N/A	0	68

As of Date filtering is NOT applicable to Health History Information which is submitted at enrollment.

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**Mercer County Head Start
Meeting Minutes for 3/28/2018**

Attendance:

Dr. Melanie Jungblut, MD-Mercer Health, Deanna Schlarman- WIC Director, Amy Poor- Health Commissioner for Mercer County, Sandy Dorsten and Melissa Kaup- Help Me Grow, Jenine Bertke-Head Start, Angie Stephenson- Head Start

- **Review of EPSDT Status Report**
 - **Dr. Melanie and Help Me Grow were impressed and interested in the vision screener PlusOptix that Head Start uses and asked for information**
 - Lead and anemia screenings continue to be a compliance issue
 - As of 11/29/2017 there were 26 students without anemia screening and 24 without lead. As of today the numbers are 16 and 16 respectively (9 of these are considered still within their 45 days).
 - **Dr. Melanie offered assistance in ordering labs**
 - Behind dental screenings are a combination of compliance and lack of dentists in the area who except Medicaid. For the students who need extensive dental care there are little options in the area and usually referred to larger cities with pediatric offices (Dayton, Lima, etc).
 - **Dr. Melanie again offered assistance in helping with dental care and promotion of dental care during students well visits**
- **Immunization status**
 - **Head Start spoke about referring families to Health Department for Kindergarten vaccinations, Amy Poor, stated more clinic dates to come**
- **Physicals**
 - **Dr. Melanie Jungblut is going to look into the legal side of doing onsite physicals for Head Start during Health Screening Day**
- **Open Discussion**
 - **Health Screening Day will be July 25, 2018 for program year 2018-2019. WIC and Health Department offered their assistance again this year as they felt it was a success last year.**
 - **Head Start spoke to Help Me Grow about referring children as they age out**
 - **Dr. Melanie spoke about her history as a physician and collaborative approach to treating children. She also works with children with developmental issues. She is very excited about working with Head Start and looks forward to helping us in the future.**

2018 - 2019 CALENDAR

Part Year/ Part Day Student Calendar

F	First Day For Students
L	Last Day For Students
No School	No School
TI	Teacher In-Service Day - No School
D	Scheduled 2-hr delay

September

M	T	W	T	F
LD	F 4	5	6	
10	11	12	13	
17	18	19	20	
24	25	26	27	

3
4
4
4
15

Labor Day

October

M	T	W	T	F
D 1	2	3	4	
TI	9	10	11	
15	16	17	18	
22	23	24	25	
D 29	30	31		

November

M	T	W	T	F
			1	
5	6	7	8	
12	13	14	15	
19	20	21	TV	TV
TV	27	28	29	

TV Thanksgiving Break

December

M	T	W	T	F
D 3	4	5	6	
10	11	12	13	
17	18	19	20	CV
CV	CV	CV	CV	CV
CV				
CV				

5
11
12
11
6
45

Christmas Vacation

January

M	T	W	T	F
	CV	CV	3	
7	8	9	10	
D 14	15	16	17	
ML	22	23	24	
28	29	30	31	

CV Christmas Vacation
ML Martin Luther King Day

February

M	T	W	T	F
4	5	6	7	
11	12	13	14	D
PD	19	20	21	
25	26	27	28	

PD President's Day

March

M	T	W	T	F
4	5	6	7	
11	12	13	14	
D 18	19	20	21	
25	26	27	28	

1
12
12
10
12
47

April

M	T	W	T	F
1	2	3	4	
8	9	10	11	
15	16	17	D 18	EV
EV	23	24	25	
29	30			

EV Easter Vacation

May

M	T	W	T	F
		1	2	
6	7	8	9	
13	14	L 15		

MD Memorial Day

6
8
7
3
2
26

Tentative Make-Up Days: Oct. 26, Nov. 9, Jan. 11, Feb. 15, Feb. 18, Mar. 15, Mar. 29, Apr. 5

additional makeup days may be added to the end of the school year as needed

All calendars subject to change as program needs change.

2018 - 2019 CALENDAR

Rockford Student Calendar

F	First Day For Students
L	Last Day For Students
No School	No School
TI	Teacher In-Service Day, No School

September

M	T	W	T	F
LD	F 4	5	6	7
10	11	12	13	
17	18	19	20	
24	25	26	27	

4
4
4
4
16

Labor Day

October

M	T	W	T	F
1	2	3	4	
TI	9	10	11	12
15	16	17	18	
22	23	24	25	
29	30	31		

November

M	T	W	T	F
			1	
5	6	7	8	
12	13	14	15	
19	20	21	TV	TV
TV	27	28	29	

TV Thanksgiving Break

December

M	T	W	T	F
3	4	5	6	
10	11	12	13	
17	18	19	20	CV
CV	CV	CV	CV	CV
CV				
CV				

5
12
12
11
6
0
46

CV Christmas Vacation

January

M	T	W	T	F
	CV	CV	3	
7	8	9	10	
14	15	16	17	
ML	22	23	24	
28	29	30	31	

CV Christmas Vacation

ML Martin Luther King Day

February

M	T	W	T	F
4	5	6	7	
11	12	13	14	
PD	19	20	21	
25	26	27	28	

PD President's Day

March

M	T	W	T	F
4	5	6	7	
11	12	13	14	
18	19	20	21	
25	26	27	28	

1
12
12
10
12
47

April

M	T	W	T	F
1	2	3	4	
8	9	10	11	
15	16	17	18	EV
EV	23	24	25	
29	30			

EV Easter Vacation

May

M	T	W	T	F
		1	2	
6	7	8	9	
13	14	15	L 16	

MD Memorial Day

6
8
8
3
2
27

Tentative Make-Up Days: Oct. 26, Nov. 9, Jan. 11, Feb. 15, Feb. 18, Mar. 15, Mar. 29, Apr. 5

additional make-up days may be added to the end of the school year as needed

All calendars subject to change as program needs change.

2018 - 2019 CALENDAR

Ed Complex Full Day School Year

F	First Day For Students
L	Last Day For Students
No School	No School
TI	Teacher In-Service Day, No School

August

M	T	W	T	F
		F 22	23	24
27	28	29	30	31

September

M	T	W	T	F
LD	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4
5
8
10
27

LD

Labor Day

October

M	T	W	T	F
1	2	3	4	5
TI	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	TV	TV
TV	27	28	29	30

TV

Thanksgiving Break

December

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	CV
CV	CV	CV	CV	CV
CV				
CV				

CV

Christmas Vacation

7
14
15
12
7
0
55

January

M	T	W	T	F
	CV	CV	3	4
7	8	9	10	11
14	15	16	17	18
ML	22	23	24	25
28	29	30	31	

CV

Christmas Vacation

ML

Martin Luther King Day

February

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
PD	19	20	21	22
25	26	27	28	

PD

President's Day

March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4
15
15
13
13
60

April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	EV
EV	23	24	25	26
29	30			

EV

Easter Vacation

May

M	T	W	T	F
		1	2	
6	7	8	9	
13	L 14			

MD

Memorial Day

7
9
6
4
2
28

Tentative Make-Up Days: Feb. 18, May 3, 10, 15, 16, 17

additional makeup days may be added to the end of the school year as needed

All calendars subject to change as program needs change.

MERCER COUNTY SELF-ASSESSMENT 2017-2018

Methodology

Mercer County Head Start began the self-assessment process in February 2018. The Executive Director utilized various resources to develop a self-assessment tool. These resources include the Office of Head Start monitoring protocols, skill profiles, governance readiness tool, and the Parent, Family, Engagement Monitoring Framework. The focus on self-assessment was to employ the data resources available to the grantee through the use of monitoring tools, reports (TSGOLD, COPA) and interviews with stakeholders. The Executive Director identified (4) four teams and team leaders. These individuals included: Executive Director, Education Manager, Family Engagement Services Manager, and Health & Community Services Manager.

Training on the self-assessment process and tool began on February 5th with follow-up trainings provided to individual team leaders throughout the month of February. Self-Assessment trainings on the process were given to all staff through meetings during the month of February as well. Policy Council reviewed the self-assessment process and tool during the February meeting. The Board of Education was informed of the process in February.

Team leaders were assigned areas of focus. Due to the size of the grantee, the assignment of areas of focus was very intentional; assuring that management staff were not responsible to review areas that they directly supervise. Current staff, community members, Policy Council members, Board of Education members and parents were asked to participate either in the capacity as an interviewer or interviewee. At all times, confidentiality of children, family, and personnel information were safeguarded to protect their rights to privacy in accordance with state and federal mandates as well as the OAPSE #457 contract.

Self-Assessment began on February 26th and concluded on March 9th. During the two-week period, staff participated in interviews, child-file checks, internal auditing, and review of agency reports and plans. On March 19th, the self-assessment leadership team met to review the data provided. At that time areas of strength, areas of opportunity, and beginning stages of planning were documented.

Areas of Strength

<u>The 12 Systems</u>	<u>Comments / Evidence</u>
Human Resources	<ul style="list-style-type: none">• Great benefit package for employees• Personnel Policy
Program Planning & Service System Design	<ul style="list-style-type: none">• Addition of full-day programming options at both Rockford and Education Complex
Data & Evaluation	<ul style="list-style-type: none">• Ample Data• Data analysis and planning processes• Children are progressing from checkpoint to checkpoint• TSGOLD system

	<ul style="list-style-type: none"> • Inter-rater reliability procedure • Accessibility of technology
Fiscal Management	<ul style="list-style-type: none"> • Fiscal system of checks and balances. • Fiscal Policy manual complete
Community & Self-Assessment	<ul style="list-style-type: none"> • Kinship Support Group • Self-Assessment process and participants • Positive parent perception • Program does not duplicate efforts for services or data collection, utilizes already existing data and compliments already established services • Numerous collaborations
Facilities & Learning Environments	<ul style="list-style-type: none"> • Custodial staff have a positive attitude towards ensuring buildings are clean & safe for students. • Monitoring reports show that health & safety checklists are being adhered to.
Transportation	<ul style="list-style-type: none"> • Transportation staff received positive reports from families utilizing service. • Drivers and aides have extensive amount of information on students that ensures child safety. • New bus purchased w/ child safety seats built in
Technology & Information Systems	<ul style="list-style-type: none"> • COPA • Vast technology resources for the program
Training & Professional Development	<ul style="list-style-type: none"> • Coaching & Professional Development Support • Ample professional development opportunities for staff
Communication	<ul style="list-style-type: none"> • Correspondence with Families • Radios supplied to classrooms at Education Complex • Parents indicate that they have a voice in program decision-making and their child's education
Record Keeping & Reporting	<ul style="list-style-type: none"> • CACFP documentation being collected at point of service • COPA • TSGOLD • Very thorough attendance policy and procedure
Ongoing Monitoring & Continuous Improvement	<ul style="list-style-type: none"> • Monitoring tools • Strict adherence to federal mandates • Data Dialogue process • PBC coaching

Areas of Opportunity

<u>The 12 Systems</u>	<u>Comments / Evidence</u>
Human Resources	<ul style="list-style-type: none"> • Personnel files are incomplete & do not have all required documents in one location • Lengthy hiring process
Program Planning & Service System Design	<ul style="list-style-type: none"> • NONE
Data & Evaluation	<ul style="list-style-type: none"> • Increase parent involvement in TSGOLD • Decrease inaccurate data collection & recording

Fiscal Management	<ul style="list-style-type: none"> • Wages for some positions need to be evaluated
Community & Self - Assessment	<ul style="list-style-type: none"> • Last year's self-assessment objectives not all met • Recruit more individuals to support community & self – assessment tasks
Facilities & Learning Environments	<ul style="list-style-type: none"> • Maintaining safety of building due to age • Clarify the purchase order process for all staff • Lack of storage at all sites
Transportation	<ul style="list-style-type: none"> • Aged bus fleet
Technology & Information Systems	<ul style="list-style-type: none"> • Staff do not utilize technology to fullest potential, but are ambivalent towards additional professional development per staff survey results
Training & Professional Development	<ul style="list-style-type: none"> • Some support staff positions need professional development opportunities • IPDPs are missing from personnel file
Communication	<ul style="list-style-type: none"> • Not all staff are utilizing email system on a regular basis
Recordkeeping & Reporting	<ul style="list-style-type: none"> • Under enrollment • Inaccurate data reporting due to data entry errors • Errors in income eligibility audit
Ongoing Monitoring & Continuous Improvement	<ul style="list-style-type: none"> • Build coordinated approach to data analysis

Analysis and Conclusion

The Self-Assessment Leadership team met to review all the data and findings. Each team leader was able to provide a synopsis of their review and share specific items that were of significant strength or opportunities to improve. The team synthesized data with the intention of determining what areas of growth would be supported by the areas of strength, and which areas of growth directly impacted each other.

Items in Need of Immediate Planning

1. Recordkeeping and Reporting / ERSEA – Under enrollment, incorrect income eligibility
2. On-going Monitoring– A systematic approach to developing & maintaining a program coordinated approach to utilizing data. This coordinated approach provides a clear process for decision-making.
3. Recordkeeping & Reporting / Data & Evaluation – Ensuring that staff is trained on the correct way to enter information into the data collection software systems, COPA & TSGOLD to obtain the most up to date accurate & reliable data to make credible decisions for the program, families, children, and staff.
4. Human Resources – Organizing employee personnel files ensuring that all required documents are enclosed and up to date. This includes background checks, documentation of the required 15 hours of annual professional development, and individual professional development plans among other forms.

5. Facilities & Learning Environments – Develop and coordinate preventative maintenance systems.

Items to be addressed in Long-Term Planning

1. Technology & Information Systems & Training and Professional Development – Providing all staff with training opportunities to enrich their skills to utilize data to their fullest potential.
2. Human Resources – Analyze and review specific staff wages when / if funding opportunities become available.

The Self-Assessment Leadership team reviewed last year's self-assessment plan and discussed progress in many areas. The program now has a Fiscal Policy manual and Personnel Policy manual. The new employee orientation and on-boarding procedure was implemented this year and resulted in more educated and prepared staff entering the program. The program is now in its second year of Practice-Based Coaching. Classroom observation scores and child outcomes have increased. The program continues to embrace the Conscious Discipline methodology and social-emotional curriculum for staff and students. All efforts for program improvement have seen positive growth.

FOCUS AREA	CONCERN	DESIRED OUTCOME	ACTION STEPS	PERSON RESPONSIBLE	SUPPORTS NEEDED	ANTICIPATED DUE DATE	COMMENTS
ERSEA	Under enrollment	Program to be fully enrolled at all times with an active wait list.	<ol style="list-style-type: none"> 1. Program option change with new 5- year grant. 2. Convert PD slots to FD slots. 3. Convert PD preschool slots to EHS home-based slots. 4. Continue to recruit all areas of the community utilizing recruitment plan. 5. Submit a new 5-year grant proposal / change of scope 	Director	Grant writing Budget allocations (Treasurer's office) Assistance from Regional Office / Program Specialist Recruitment materials	August 1, 2018 June – July, 2018 May, 2018 August 2018	
ERSEA	Income eligibility found to be incorrect in random audit	Income eligibility to be completed with no errors.	<ol style="list-style-type: none"> 1. Review Final rule guidance provided by the Office of Federal Register and the Office of Head Start 2. Demonstrate a clear understanding of the definition of income eligible, categorically eligible, and not eligible. 3. Update income eligibility form to be more transparent and provide guidance to ERSEA staff. 4. Provide in-service training on income eligibility guidelines and various ways to calculate income. 5. Schedule random audits 	ERSEA Director, FESM	Federal Register website ECLKC In-service training, resources	April 2018 March 2018	
Record keeping & Reporting /	Inconsistent data			Director, FESM	Form update Income resources from ECLKC, ERSEA program standards	March 2018	

<p>Data & Evaluation</p>	<p>entered into all software programs and forms completion. COPA information is entered by various staff in various places causing reports to provide inaccurate information. PIR data is skewed based on information entered.</p>	<p>Accurate data will be entered into software systems, and / or recorded on documents</p>	<p>to ensure consistency.</p> <ol style="list-style-type: none"> 1. Develop and implement COPA training specific to each employee and job requirements. 2. Design a workflow system for data entering with monitoring protocol. 3. Schedule weekly PIR meeting with IT secretary to review PIR for any discrepancies. 4. Schedule TSGOLD training for education staff on child assessment and data collection and recording. 5. Hold staff accountable for data entry / collection mistakes 	<p>IT Secretary, FESM, Director Director, IT Secretary Managers Education Manager Managers</p>	<p>Program planning calendar, funding for PD, space for training Time, software to support workflow management Calendar, PIR Program planning calendar, funding for PD</p>	<p>June 2018 August 2018 August 2018 September 2018 On-going</p>	
<p>On-going Monitoring</p>	<p>Program lacks a coordinated approach to data analysis.</p>	<p>Utilize data dialogue format to discuss how programmatic components impact on progress towards program goals.</p>	<ol style="list-style-type: none"> 1. Utilize existing data dialogue format 2. Schedule quarterly review dates 3. Write policy & procedure to reflect actions 4. Report to governing bodies 	<p>Director Director Managers Director</p>	<p>Calendar Time Data Dialogue forms Program planning calendars Policy & Procedure manual</p>	<p>June 2018 March 2018 August 2018 September 2018 &</p>	

Human Resources	Employee files are disorganized and are missing required / pertinent information.	Employee files are organized and have the most up to date information. Managers have access to accurate & current information to monitor and plan.	<ol style="list-style-type: none"> 1. IT Secretary & HS Secretary to develop Human Resources personnel file checklist. 2. IT Secretary to develop monitoring system, both in COPA and separate to ensure accurate and up to date information is in files to meet Head Start and licensing requirements. 3. IT Secretary to audit and report to managers on a quarterly basis on personnel files. 	Secretaries IT Secretary IT Secretary	Form Form, COPA Form	quarterly thereafter June 2018 August 2018 September 2018 & quarterly thereafter	
Facilities & Learning Environments	Program lacks a consistent and useful inventory system.	The program will have a useful inventory system that tracks more than required items (Uniformed Guidance rules & state regulations). The inventory system will support budget decision-making and drive intentional purchasing	<ol style="list-style-type: none"> 1. The Head Start Secretary will collaborate with the Technology Administrative Assistant to ensure that all state & federal requirements for inventory are met on an annual basis. 2. The HS Secretary will develop an inventory system utilizing EXCEL to 	HS Secretary Tech AA HS Secretary	District inventory forms EXCEL	April 2018 May 2018	

CCS Head Start Self – Assessment Plan 2017/18

	<p>Program lacks a preventative maintenance system.</p>	<p>decisions.</p> <p>Building repair issues will be addressed in a timely manner, preventing possible closures or disruptions in service.</p>	<p>document supply purchases.</p> <p>3. The inventory system will include the location of supplies (classrooms / sites)</p> <p>1. The HCSM will work collaboratively with the district custodial and maintenance staff to create and maintain monthly preventative maintenance checklists.</p> <p>2. The HCSM will report quarterly on issues with facilities.</p>	<p>HCSM Maintenance Custodians</p>	<p>District Preventative maintenance checklists</p>	<p>June 2018</p> <p>September 2018 & quarterly thereafter</p>	
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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
Starting Salary:	
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• ODE Licensure	
Knowledge/Skills:	
<ul style="list-style-type: none">• Demonstrate understanding of the Head Start Program Performance Standards• 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• Ability to communicate 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.• Experience in problem-solving• Knowledge and experience in early childhood education, preschool licensing and Step Up to Quality• Development of lesson planning• 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• 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
- Maintain an on-going monitoring system to ensure compliance with federal, state, and local regulations
- Maintain reliability certification in CLASS and observe classrooms
- Implement with fidelity chosen curriculum and assessment tool
- Aggregate and analyze data
- Develop and support individual professional development plans
- Fully understand and implement 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.
- 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
- 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: Teacher Assistant	Supervisor: Education Manager
Starting Salary: \$14.14 / hour	
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 on-going documentation in the COPA system.</p>	
Qualifications and Requirements:	
<p>Education/Certifications:</p> <ul style="list-style-type: none"> • Associate of Arts Early Childhood Education (or related field) • Child Development Accreditation Certificate* <p>Knowledge/Skills:</p> <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 <p>Employment Conditional upon Results of the Following:</p> <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 <p>Essential Job Responsibilities:</p> <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.
- 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.
- Complete and submit all forms and required paperwork on time.
- 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.
- 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.

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: Head Teacher	Supervisor: Education Manager
Starting Salary: \$18.17 / hour	
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:	
<p>Education/Certifications:</p> <ul style="list-style-type: none"> • Bachelor of Science Early Childhood Education (or related field) • ODE Early Childhood Education licensure <p>Knowledge/Skills:</p> <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 • 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 • Lesson planning and classroom organization • Previous experience with preschool-aged children <p>Employment Conditional upon Results of the Following:</p> <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 <p>Essential Job Responsibilities:</p> <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

- Support IEP goals prepared by special education teachers and 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.
- Maintaining accurate records and documentation through daily observation and documentation via computer database program.
- Maintains 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
- 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
- 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.

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: Health & Community Services Manager	Supervisor: Executive Director
Starting Salary:	
Position Summary:	
Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise in assuring the delivery of health, nutrition, mental health and disability 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	
Knowledge/Skills:	
<ul style="list-style-type: none">• 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 or 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 and transportation 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

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: Bus Aide	Supervisor: Health & Community Services Manager
Starting Salary: \$10.01 / hour	
Position Summary:	
<p>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.</p> <p>Collect and redistribute any communication between teachers and families, and any personal belongings of children.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Possess a High School Diploma or GED• Valid Ohio Driver's License	
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 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:	
<ul style="list-style-type: none">• 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:	
<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.• 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?).
- 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.

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
Starting Salary: \$13.36 / hour	
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, or indicated by parent if other than parent)
- Ensure that no child is left unattended while on the bus, following all procedures to prevent a child from being left on the bus.
- 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.

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: Head Cook	Supervisor: Health & Community Services Manager
Starting Salary: \$10.25 / hour	
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:	
<ul style="list-style-type: none">• Possess a High School Diploma or GED• Valid Ohio Driver's License• Obtain Serve Safe certification prior to or within one year of hire	
Knowledge/Skills:	
<ul style="list-style-type: none">• 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:	
<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• 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 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.

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: Cafeteria Aide	Supervisor: Health & Community Services Manager
Starting Salary: \$9.55 / hour	
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• 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 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.
- Daily and regularly scheduled cleaning and maintenance of kitchen and equipment.
- 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

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: Transportation Secretary	Supervisor: Health & Community Services Manager
Starting Salary: \$12.21 / hour	
Position Summary:	
<p>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.</p>	
Qualifications and Requirements:	
<p>Education/Certifications:</p> <ul style="list-style-type: none"> • High School Diploma or GED • Valid Driver’s License (CDL preferred) <p>Knowledge/Skills:</p> <ul style="list-style-type: none"> • 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) <p>Employment Conditional upon Results of the Following:</p> <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 <p>Essential Job Responsibilities:</p> <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 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
- 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

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: Family Engagement Services Manager	Supervisor: Executive Director
Starting Salary:	
Position Summary:	
<p>Provide guidance and vision toward delivery of quality comprehensive services. Provide expertise in assuring delivery of family engagement including: Family Literacy, Financial Literacy, Fatherhood/Parenthood Initiative, transition, and Parent Training. Oversee full compliance and training of enrollment, recruitment selection, eligibility and attendance services. Oversee parent and staff training events, and track and analyze outcomes.</p>	
Qualifications and Requirements:	
<p>Education/Certifications:</p> <ul style="list-style-type: none"> • Bachelor Degree in Social Work or related services 	
<p>Knowledge/Skills:</p> <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. • Previous Head Start experience or related social services preferred 	
<p>Employment Conditional upon Results of the Following:</p> <ul style="list-style-type: none"> • Criminal Background Clearance • Three Personal References • Successful Physical Capacities Examination and TB screening results 	
<p>Essential Job Responsibilities:</p> <ul style="list-style-type: none"> • Demonstrate commitment to ongoing personal and professional learning and development skills. • Willing to obtain ERSEA certification after hire. • 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. • Oversee and monitor delivery of ERSEA, family engagement and data tracking. • Oversee training related to Family Engagement. • 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.
 - Maintain an ongoing monitoring system.
 - Supervise and conduct annual evaluation of family advocate personnel.
 - Promote, track, and encourage parent and community volunteers.
 - 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.

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: Family Advocate	Supervisor: Family Engagement Services Manager
Starting Salary: \$14.14 / hour	
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:	
<ul style="list-style-type: none">• Associate of Arts in Social Work or related field (Bachelor's preferred)• Valid Driver's License	
Knowledge/Skills:	
<ul style="list-style-type: none">• 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 non-verbal 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	
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">• 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

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: Head Start Office Secretary	Supervisor: Family Engagement Services Manager
Starting Salary: \$12.21 / hour	
Position Summary:	
<p>This position is responsible to perform typical office routines and duties. This position is responsible to greet children, families, staff, and other visitors into the program. This individual is responsible for answering the main telephone line into the program, assist visitors with locating staff / classrooms / programs, and routine communications throughout the program. This individual is responsible to create, organize, and maintain programmatic and administrative filing systems.</p>	
Qualifications and Requirements:	
<p>Education/Certifications:</p> <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 <p>Knowledge/Skills:</p> <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 • 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 <p>Employment Conditional upon Results of the Following:</p> <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 <p>Essential Job Responsibilities:</p> <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
- 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 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

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 Office Secretary

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: Information Technology Office Secretary	Supervisor: Family Engagement Services Manager
Starting Salary: \$12.21 / hour	
Position Summary:	
<p>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 in regards to data. Manage the COPA, Teaching Strategies GOLD, and state-regulated data systems (EMIS, DASL) for storage and retrieval; generate and distribute reports both periodically and on an as needed basis. Must be willing to travel between facilities to provide assistance as requested, and for on-going professional development.</p>	
Qualifications and Requirements:	
Education/Certifications:	
<ul style="list-style-type: none">• Associate's Degree in Office Management or related field• High School Diploma or GED• Valid Driver's License	
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, data entry software systems (COPA, TSGOLD, EMIS, DAZL)• 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:	
<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• 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

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

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: 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