

OFFICE COORDINATOR

[Print](#)

Job Code:		Division:	HEAD START
Branch:		Department:	
Reports To:	COMMUNITY SERVICES DIRECTOR	Pay Grade:	Pay Grade E
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	CEO	Date Prepared:	06/17/2025
Approved By:	Board & PC	Date Approved:	

Summary

Office Coordinator - OC1

Essential Duties & Responsibilities

Serve as a liaison between staff and other contacts

Overseeing day to day office activities

Providing general support to employees and visitors

Assist staff with data acquisition and the analyzation of information pertaining to the programs

Managing office supplies and equipment

Comply with federal, state and local requirements

Maintain filing systems and records

Manage the office budget

Maintain vendor/client confidence and protect operations

Coordinate with IT and other departments

Manage office layout and ensuring a comfortable workspace

Report office progress to CSD and work with them to improve operations and procedures

Other Duties

General clerical duties as required

Prepare files and other necessary documents for annual audit and State and Federal monitoring

Process applications for the TBRA Program

Contribute to the team effort by completing other duties as indicated

Qualifications

High School diploma or equivalent required

Some College preferred

Minimum of two years of experience in office/clerical setting

Computer literate with Excel proficiency required

Experience in federal funding programs preferred

Familiarity with A/P and A/R procedure

Strong organizational skills required

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time

Some lifting

Long periods of computer use

Training

Annual in-service

Any mandatory training

Decision Making

Exercise discretion and independent judgement

Financial Responsibilities

MAT Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement

Communication

Ability to work as part of a team and communicate effectively both orally and in writing

Benefit Summary:

Employee Type: FT 80

Benefits: Full - Refer to Policy 301

Leave Type: PER8

Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office

Employee's Signature

Date

ADMINISTRATIVE ASSISTANT

[Print](#)

Job Code:	AA1	Division:	HEAD START
Branch:		Department:	
Reports To:	Head Start Director	Pay Grade:	Pay Grade
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	CEO	Date Prepared:	5/16/2025
Approved By:	Board & PC	Date Approved:	5/16/2025

Summary

Administrative Assistant - AA1

Essential Duties & Responsibilities

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions

Interact extensively with the general public, vendors, customers, and CSNT staff

Prepare correspondence, schedule appointments/meetings and receive visitors

Capacity to represent CSNT in a positive professional image in the community

Serves as a liaison between staff and Head Start Director

Collate and distribute mail

Create and maintain filing systems, both electronic and physical

Coordinate Staff's travel arrangements with Kaufman Administrative Assistant

Other Duties

Coordinate project-based work

Contributes to the team effort by accomplishing other duties as needed

Qualifications

Graduate of an accredited high school required
College hours or 2+ years work experience in a related field preferred
Experience with federal funding programs preferred
Proficiency in secretarial and organizational skills required
Knowledge of Microsoft Word and Excel required
Public relations experience preferred

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time
Some lifting
Long periods of computer use

Training

Annual in-service
Any mandatory training

Decision Making

Exercise discretion and independent judgment on a daily basis; addressing the best way to handle specific tasks

Accountability

Budget; MAT Tickets; Supply Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement; Checks; Cash; Mail

Communication

Positive attitude with interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing and receive and provide feedback

Benefit Summary:

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PER8
Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office

Employee's Signature _____

Date _____

ADMINISTRATIVE ASSISTANT

[Print](#)

Job Code:	AA1	Division:	AGENCY-WIDE
Branch:		Department:	
Reports To:	COO	Pay Grade:	Pay Grade
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	CEO	Date Prepared:	5/16/2025
Approved By:	Board & PC	Date Approved:	5/16/2025

Summary

Administrative Assistant - AA1

Essential Duties & Responsibilities

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions

Interact extensively with the general public, vendors, customers, and CSNT staff

Prepare correspondence, schedule appointments/meetings and receive visitors

Capacity to represent CSNT in a positive professional image in the community

Serves as a liaison between staff and Outsourcing Firm

Collate and distribute mail

Create and maintain filing systems, both electronic and physical

Coordinate Staff's travel arrangements

Contact Board Members and confirm attendance for a quorum

Prepare Board agenda, packets, Board meeting luncheons

Attend monthly Board Meetings; record and maintain Board minutes

Other Duties

Coordinate project-based work

Contributes to the team effort by accomplishing other duties as needed

Qualifications

Graduate of an accredited high school required
College hours or 2+ years work experience in a related field preferred
Experience with federal funding programs preferred
Proficiency in secretarial and organizational skills required
Knowledge of Microsoft Word and Excel required
Public relations experience preferred

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time
Some lifting
Long periods of computer use

Training

Annual in-service
Any mandatory training

Decision Making

Exercise discretion and independent judgment on a daily basis; addressing the best way to handle specific tasks

Accountability

Budget; MAT Tickets; Supply Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement; Checks; Cash; Mail

Communication

Positive attitude with interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing and receive and provide feedback

Benefit Summary:

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PER8
Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office

Employee's Signature _____

Date _____

ADMINISTRATIVE SUPPORT SPECIALIST

[Print](#)

Job Code:	AA1	Division:	AGENCY-WIDE
Branch:		Department:	
Reports To:	COO	Pay Grade:	Pay Grade
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	CEO	Date Prepared:	5/16/2025
Approved By:	Board & PC	Date Approved:	5/16/2025

Summary

Administrative Support Specialist - AA1

Essential Duties & Responsibilities

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions

Interact extensively with the general public, vendors, customers, and CSNT staff

Prepare correspondence, schedule appointments/meetings and receive visitors

Capacity to represent CSNT in a positive professional image in the community

Serves as a liaison between staff and Outsourcing Firm

Collate and distribute mail

Create and maintain filing systems, both electronic and physical

Coordinate Staff's travel arrangements

Contact Board Members and confirm attendance for a quorum

Prepare Board agenda, packets, Board meeting luncheons

Attend monthly Board Meetings; record and maintain Board minutes

Other Duties

Coordinate project-based work

Contributes to the team effort by accomplishing other duties as needed

Qualifications

Graduate of an accredited high school required
College hours or 5+ years work experience in a related field preferred
Experience with federal funding programs preferred
Proficiency in secretarial and organizational skills required
Knowledge of Microsoft Word and Excel required
Public relations experience preferred

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time
Some lifting
Long periods of computer use

Training

Annual in-service
Any mandatory training

Decision Making

Exercise discretion and independent judgment on a daily basis; addressing the best way to handle specific tasks

Accountability

Budget; MAT Tickets; Supply Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement; Checks; Cash; Mail

Communication

Positive attitude with interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing and receive and provide feedback

Benefit Summary:

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PER8
Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office

Employee's Signature

Date

Quality Assurance Specialist

Job Code:	QA1	Division:	Head Start
Branch:		Department:	
Reports To:	CEO	Pay Grade:	Pay Grade
FLSA Status:	Exempt	Employee Type:	FULLTIME 80
Prepared By:	CEO	Date Prepared:	05/19/2025
Approved By:	Board & PC	Date Approved:	

Summary

Quality Assurance Specialist

Essential Duties & Responsibilities

Prepare an annual budget for refunding application by collecting, compiling, organizing and reviewing data

Prepare and update the Head Start Program Community Assessment as part of the Agency-Wide Community Assessment

Lead/Guide the Community Assessment and Strategic Planning Committees in preparing the Agency-Wide Community Assessment and Agency-Wide Strategic Plan

Assist in the preparation and update of the Head Start Strategic Plan as part of the Agency-Wide Strategic Plan

Assist in the implementation of the Head Start On-Going Monitoring System including annual Detailed Monitoring of the program

Train/Assist/Advise:

Formulate, coordinate and implement the Head Start program under the cognizance of the Agency and the regulations of the Equal Employment Opportunity and Administration of Children, Youth and Families

Provide leadership in and foster the principle of teamwork within Head Start and the agency as a whole

Assist in the recruiting, selection, orientation, and training of qualified teachers

Maintain teaching and support staff by providing in-service training, coaching, counseling and discipline, planning, monitoring and appraising work performance

Develop teachers by establishing a career development plan; provide information and education opportunities, as well as training and experimental growth opportunities

Comply with all federal, state, and local legal requirements and enforce adherence to those requirements

Negotiate contracts for staff training

Other Duties

Train/Assist/Advise:

Procure supplies, services and equipment by establishing minimum and maximum inventory levels and reorder quantities; review supply requisitions; confer with vendors, select products and equipment through testing, observing, or examining items

Contribute to the program's effectiveness by performing a program self-assessment; identify short-term and long-range goals; provide information, options, and courses of direction; implement those directives

Develop an educational plan for the program by involving staff, educators, specialists, resource personnel, parents and community sources through personal contacts

Become familiar with existing Head Start legislation and remain cognizant of new legislation with regards to the Head Start program

Create individual Campus budgets and maintain budgetary controls by complying with the agency's financial policies and procedures

Monitor and manage all activities of individual Campuses and activities between the Campuses through on-site visits and personal observation of all sites

Maintain professional and technical knowledge of program management and compliance by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies

Carry out all other duties as assigned by the CEO

Qualifications

Bachelors Degree in Education or related field required
Experience in grant writing for Federal Funding required

Critical Thinking Skills

Understanding of quality assurance processes and standards related to Head Start

Technical skills and comfort with databases and report generation software

Interpersonal and communication skills

Leadership and teaching skills

Strong attention to detail and organizational skills required

Proficient in Microsoft Word and Excel

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods

of time Some lifting

Long periods of computer use

Training

Annual in-service

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

Any mandatory training

Decision Making

None

Accountability

MAT Tickets; Requisitions; Receipt for Reimbursement; Checks; Mail

Communication

Ability to communicate effectively, both orally and written

Benefit Summary:

Employee Type: FT 80

Benefits: Full - Refer to

Policy 301 Leave Type:

PER8

Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office

Employee's Signature

Date

EDUCATION COORDINATOR

[Print](#)

Job Code:		Division:	
Branch:		Department:	
Reports To:	HEAD START DIRECTOR	Pay Grade:	
FLSA Status:	Exempt	Employee Type:	FULL TIME 80
Prepared By:	HR DIRECTOR	Date Prepared:	02/26/2025
Approved By:	BOARD AND PC	Date Approved:	03/25/2025

Summary

Education Coordinator -

Essential Duties & Responsibilities

Coordinate and implement the Head Start education component under the supervision of the Head Start Director

Provide leadership in and foster the principle of teamwork within Head Start education component
Oversight of the recruiting, selection, orientation, and training of qualified teaching staff

Maintain high quality teaching staff by providing in-service training

Aid in the development of teaching staff by establishing a career development plan; provide information and education opportunities, as well as training and experimental growth opportunities

Comply with all federal, state, and local legal requirements and enforce adherence to those requirements

Become familiar with existing Head Start legislation and remain aware of new legislation with regards to the Head Start program

Oversight of collecting and aggregating educational data for planning purposes

Administer and monitor the CLASS Professional Development System

Awareness of the philosophy and goals of the Head Start program

Support of the services for children with disabilities in accordance with the Head Start Performance Standards

In conjunction with the Head Start Director and Coordinators, ensure that planning and budgeting of grantee's funds are implemented for the disabilities service plan and that the grantee maintains the level of fiscal support for children with disabilities consistent with the congressional mandate to meet their needs

Obtain a diagnostic and IEP report of disabilities by professionals and provide a follow-up assistance plan

Secure Practice Based Coach (PBC) Consultant

Other Duties

Participate in the screening and interview process for teacher and teacher assistant positions

Maintain confidentiality

Assist in selecting a research-based curriculum for Head Start

Maintain professional and technical knowledge of program management and compliance by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies

Contribute to the team effort by accomplishing related results as indicated

Coordinate agreements on disabilities services

Conduct staff and parent training

Submit child count data to appropriate LEA as required

Develop and implement a plan to ensure the smooth transition of children with disabilities into the LEA system and assist parents in the transition process

Coordinate with Service Manager to ensure ADA compliant campuses and playgrounds

Coordinate with other Coordinators and Campus Directors to implement plans on transportation, medications and safety needs for children with disabilities

Qualifications

Bachelor Degree in Education or a related field required – Masters preferred

Minimum of four years experience managing and supervising classroom staff

Strong interpersonal and communication skills

Team player with the ability to receive and provide feedback

Supervisory Responsibilities

None

Physical Demands

Standing and sitting for long periods of time

Some lifting

Long periods of computer use

Training

Annual in-service

First Aid/CPR

Any mandatory training

Work Environment

Office and Campuses

Decision Making

Exercise discretion and independent judgement

Accountability

Budget; MAT and Supply Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement

Communication

Interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, and receive and provide feedback

Benefit Summary:

Employee Type: FT 80

Benefits: Full - Refer to Policy 301

Leave Type: PER8

Summer Admin: None

Equipment Used

General office equipment

Employee's Signature _____

Date _____

FAMILY EMPOWERMENT COORDINATOR

[Print](#)

Job Code:		Division:	
Branch:		Department:	
Reports To:	Head Start Director	Pay Grade:	
FLSA Status:	Non-Exempt	Employee Type:	FULL TIME 80
Prepared By:	HR Director	Date Prepared:	02/26/2025
Approved By:	Board	Date Approved:	03/25/2025

Summary

FAMILY EMPOWERMENT COORDINATOR -

Essential Duties & Responsibilities

Coordinate HS/CSBG Empowerment Program

Receive and process applications

Work with vendors for efficient operation of Energy, Commodity and other programs in the county

Assist in compiling statistical information in the county for applications for new programs

Attend various county-wide committee meetings in coordinating efforts with other agencies

Attend neighborhood meetings and provide target area residents with needed technical assistance

Prepare reports as required by the administrative office

Work with all local groups and individuals, seek volunteer assistance and remain informed on all aspects of the program

Conduct home visits as needed to assure that the largest number of persons are receiving maximum services provided by the Agency

Provide ongoing support for Case Managers

Other Duties

Monitor files to ensure compliance with regulations

Support of other coordinators with decision making based on regulations in an independent manner

Responsible for training of Case Managers

Other duties as assigned

Qualifications

High School diploma or equivalency required

College hours in social services or related field

3 years Experience in social service programs or related field required

Knowledge of Federal and State Laws and Regulations

Strong organizational skills required

Supervisory experience required

Microsoft Word and Excel experience

Meet and maintain Agency insurance requirements for driving insurability

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time

Some lifting

Long periods of computer use

Training

Ability to conduct classes, workshops and presentations

Any mandatory training

Decision Making

Exercise discretion and independent judgement

Accountability

Budget; MAT Tickets; Receipt for Reimbursement; Checks; Mail

Communication

Ability to communicate effectively, both orally and written

Benefit Summary

Employee Type: FT 80

Benefits: Full - Refer to Policy 301

Leave Type: PER8

Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office and Campuses

Employee's Signature

Date

DATA COORDINATOR

[Print](#)

Job Code:		Division:	HEAD START
Branch:		Department:	
Reports To:	HEAD START DIRECTOR	Pay Grade:	Pay Grade M
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:		Date Prepared:	02/26/2025
Approved By:	Board & PC	Date Approved:	03/25/2025

Summary

Data Coordinator -

Essential Duties & Responsibilities

Assist in the coordination and implementation of the Head Start Program Plan and On-Going Monitoring Plan

Collect child, family, and staff information and compile data

Complete monthly, quarterly, and/or annual reports

Establish and maintain up-to-date record keeping, documentation, and information tracking systems

Maintain knowledge of the Head Start Performance Standards and Federal and State Regulations

Develop a knowledge of all legal requirements by studying existing and new legislation and ensuring adherence to these requirements

Develop and maintain knowledge of the Head Start Program including updates and any changes that need to be implemented

Aide in recruiting and orientating staff as required

Implement On-Going Monitoring by performing monthly on-site inspections of files, tracking services, safe environments and communicating with Campus Directors on a regular basis

Track and follow-up minimum standard violations/findings from licensing and ensure that all campuses are in compliance with Federal/State Licensing Regulations

Other Duties

Coordinate and maintain an affiliation with local colleges and universities and members of the community through training seminars and conferences

Implement, track and follow-up annual Head Start Program Self-Assessment

Create Interagency Partnerships with other programs in the service area as needed

Maintain confidentiality at all times

Participate in professional societies and organizations

Monthly gather and audit in-kind materials and input data for in-kind tracking system

Assist with organizing training classes pertaining to in-kind and program volunteers

Assist in tracking volunteer hours and activities

Maintain/update the volunteer handbook and volunteer job descriptions on a regular basis

Maintain volunteer records and prepare required reports

Annually research and update the in-kind volunteer pay valuation schedule

Attend the Recruitment/ERSEA Committee meetings

Assist the Family Engagement Coordinator in implementing the volunteer/In-kind component of the Head Start Program

Attend staff meetings

Establish professional networks, review professional publications and maintain all mandated certifications

Carry out all duties as assigned

Qualifications

Bachelor Degree in Education or a related field preferred
Experience in tracking, program development, and/or monitoring preferred
Experience in compliance with federal and state regulations preferred
Team player with the ability to receive and provide feedback
Familiarity with computer operations required
Strong interpersonal and communication skills

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time
Some lifting
Long periods of computer use

Training

Annual in-service
First Aid/CPR
Any mandatory training

Decision Making

None

Accountability

MAT Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement

Communication

Ability to communicate effectively, both orally and written

Benefit Summary:

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PER8
Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office and Campuses

Employee's Signature

Date

FAMILY ENGAGEMENT COORDINATOR

[Print](#)

Job Code:	Division:	HEAD START
Branch:	Department:	
Reports To:	HEAD START DIRECTOR	Pay Grade:
FLSA Status:	Exempt	Employee Type:
Prepared By:	HR DIRECTOR	Date Prepared:
Approved By:	Board & PC	Date Approved:
		02/26/2025
		03/25/2025

Summary

Family Engagement Coordinator -

Essential Duties & Responsibilities

Plan and implement the recruitment and enrollment of age and income eligible children and families to identify systematic barriers to self-sufficiency; build on family strengths and assets; identify, educate and refer individuals for assistance as needed

Maintain accurate and confidential records

Ensure compliance with Performance Standards, Case Management, ERSEA Regulations

Support the Case Managers in carrying out policies, goals and activities designed to implement the Social Service/Parent Involvement Components Performance Standards

Annually update a comprehensive Social Service/Parent plan in conjunction with parents and other component staff

Organize and oversee the procedures for program recruitment and enrollment

Chair the ERSEA and Health Advisory Committees

Support the activities of the Social Services/Parent Involvement Program in providing direct services to families and in making referrals

Provide a planned program of experiences and activities which support and enhance the parental role as the principal influence in their child's education and development

Ensure that only trained and qualified (as per the Head Start Performance Standards) Health Care Providers are utilized to provide the best possible treatment for the children

Provide parent education and enrichment programs related to health

Other Duties

Support the formation and training of the Policy Council and maintain minutes of the meeting

Ensure the involvement of parent volunteers

Design and provide appropriate training to Case Managers

Collaborate with the other Managers to ensure all performance standards of the Social Services/parent Involvement Components are met

Develop and implement a plan and system of continuous monitoring and evaluation of Social Service/Parent Involvement activities

Maintain a formal system of follow-up of family referral to community service agencies

Compile monthly Social Services/Parent Involvement reports for the Head Start Director

Establish and maintain standards for the use of all Head Start components

Establish and maintain forms and report procedures for Case Managers

Create and maintain the Parent Handbook and work with the In-Kind/ Volunteer Coordinator in maintaining the Volunteer Handbook

Maintain a record-keeping system with adequate provisions for confidentiality

Work with the staff to facilitate acceptance of parent contribution to program development

Be a positive advocate for the Head Start Program within the community

Maintain professional and technical knowledge by attending education workshops; reviewing professional publications; establishing personal networks; and participating in professional societies

Ensure the involvement of community volunteers

Maintain an accurate community resource guide

Ensure the implementation of Father/Male Involvement within the Head Start Program

Attend Health Advisory Committee Meetings

Contribute to the team effort by accomplishing other duties as indicated

Qualifications

Bachelors degree in social work or related field required

Minimum of six years experience in case management of low income families and their children required

Management/supervisory experience required

Knowledge of Microsoft Word, Excel, and Access

Awareness of cultural issues and local community resources

Knowledge of Robert's Rules of Order

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods time

Some lifting

Long periods of computer use

Training

Annual in-service
First Aid/CPR
Any mandatory training

Decision Making

Exercise discretion and independent judgement

Financial Responsibilities

Budget; MAT Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement

Communication

Interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, and receive and provide feedback

Capacity to conduct parenting classes, workshops and presentations

Benefit Summary:

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PER8
Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office and Campuses

Employee's Signature _____

Date _____

FLOATING TEACHING ASSISTANT

[Print](#)

Job Code:		Division:	HEAD START
Branch:		Department:	
Reports To:	CAMPUS DIRECTOR	Pay Grade:	Pay Grade F
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	HR DIRECTOR	Date Prepared:	02/26/2025
Approved By:	Board & PC	Date Approved:	03/25/2025

Summary

Floating Teaching Assistant -

Essential Duties & Responsibilities

Assist the classroom teacher in providing an environment and varied experiences that promote social, intellectual, physical and emotional development of children in a manner appropriate to their age and stage of development toward the overall goal of social competence

Assist the teacher in making daily lesson plans and helps provide meaningful and appropriate experiences for the entire day using the principles of early childhood development; planning should include stories, music, science, mathematics, art, dramatic play, outdoor activities and a variety of other learning experiences

Assist children in establishing good health and hygiene habits through daily brushing of teeth, washing hands and faces, combing hair and assisting toileting

Assist in preparing teacher aids to supplement learning activities; familiar with the Campus equipment and its safe and proper usage

Encourage children to develop good eating habits by sitting at the table with them during mealtime; conversing with them; and encouraging good table manners; adheres to all USDA requirements; teacher assistant eats with the children, serving their plate after the students

Other Duties

Assist with inventory as indicated

Ride and/or drive vehicle as necessary; supervise children if necessary for speech therapy, dental and medical appointments

Assist with all campus duties including kitchen, classroom and administrative

Other duties as indicated

Qualifications

High School diploma or equivalent required

CDA or proof of enrollment in Associate/Bachelor degree program in early childhood education or related field

Experience in an early childhood setting preferred

Good organizational skills required

Supervisory Responsibilities

None

Physical Demands

Sitting, standing, stooping and lifting in excess of 50 lbs

Computer use

Training

Annual in-service

First Aid/CPR

Any mandatory training

Decision Making

None

Accountability

Receipt for Reimbursement

Communication

Ability to communicate effectively, both orally and written

Benefit Summary:

Employee Type: FT 80 or PT 40

Benefits: Full or PT - Refer to Policy 301

Leave Type: PL85

Summer Admin: Full

Equipment Used

Classroom, kitchen and general office equipment

Work Environment

Classroom and Campus

Employee's Signature

Date

HEAD START DIRECTOR

[Print](#)

Job Code:	HD1	Division:	HEAD START
Branch:		Department:	
Reports To:	EXECUTIVE DIRECTOR	Pay Grade:	Pay Grade R
FLSA Status:	Exempt	Employee Type:	FULLTIME 80
Prepared By:	HR DIRECTOR	Date Prepared:	06 / 25 / 2012
Approved By:	Board & PC	Date Approved:	06 / 24 / 2015

Summary

Head Start Director - HD1

Essential Duties & Responsibilities

Formulate, coordinate and implement the Head Start program under the cognizance of the Agency and the regulations of the Equal Employment Opportunity and Administration of Children, Youth and Families

Provide leadership in and foster the principle of teamwork within Head Start and the agency as a whole

Assist in the recruiting, selection, orientation, and training of qualified teachers

Maintain teaching and support staff by providing in-service training, coaching, counseling and discipline, planning, monitoring and appraising work performance

Develop teachers by establishing a career development plan; provide information and education opportunities, as well as training and experimental growth opportunities

Comply with all federal, state, and local legal requirements and enforce adherence to those requirements

Prepare an annual budget for refunding application by collecting, compiling, organizing and reviewing data

Negotiate contracts for staff training

Monthly data analysis and reporting

Policy Council Preparation and Attendance

Liaison for staff regarding the Head Start Program Performance Standards

Leadership, Management and Campus Director Meetings

Oversee Strategic Planning Committee

Other Duties

Procure supplies, services and equipment by establishing minimum and maximum inventory levels and reorder quantities; review supply requisitions; confer with vendors, select products and equipment through testing, observing, or examining items

Contribute to the program's effectiveness by performing a program self-assessment; identify short-term and long-range goals; provide information, options, and courses of direction; implement those directives

Develop an educational plan for the program by involving staff, educators, specialists, resource personnel, parents and community sources through personal contacts

Become familiar with existing Head Start legislation and remain cognizant of new legislation with regards to the Head Start program

Create individual Campus budgets and maintain budgetary controls by complying with the agency's financial policies and procedures

Monitor and manage all activities of individual Campuses and activities between the Campuses through on-site visits and personal observation of all sites

Maintain professional and technical knowledge of program management and compliance by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies

Carry out all other duties as assigned by the CEO, COO

Qualifications

Bachelors Degree in Education or a related field required – Masters preferred
Minimum of four years experience managing and supervising a multi-department organization
Experience in budget development, management, and control
Experience in grant writing and compliance with federal and state funding
Strong interpersonal and communication skills
Team player with the ability to receive and provide feedback
Familiarity with and understanding of the principle of shared authority and decision making that is the cornerstone of the Head Start philosophy

Supervisory Responsibilities

Supervise the Head Start Specialists/Managers/Coordinators/Assistants
Supervise the Head Start Campus Directors
Supervise the Family Empowerment Coordinator

Physical Demands

Sitting for long periods of time
Some lifting
Long periods of computer use

Training

Annual in-service
First Aid/CPR
Any mandatory training

Decision Making

Decisions made are of substantial importance to the Agency as a whole

Accountability

Budget; MAT Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement

Communication

Maintain professional lines of communication and continuous program improvement through consultation with school personnel, parents, community leaders, government officials, and general stakeholders in the Head Start program

Benefit Summary:

Employee Type: FT 80

Benefits: Full - Refer to Policy 301

Leave Type: PER8

Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office and Campuses

Employee's Signature

Date

NUTRITION COORDINATOR

[Print](#)

Job Code:		Division:	HEAD START
Branch:		Department:	
Reports To:	HEAD START DIRECTOR	Pay Grade:	Pay Grade M
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	HR DIRECTOR	Date Prepared:	02/26/2025
Approved By:	Board & PC	Date Approved:	03/25/2025

Summary

Nutrition Coordinator -

Essential Duties & Responsibilities

Oversee the Child and Adult Food Program for all Head Start Preschool and Early Head Start children, such as referrals, menus and assessments for heights, weights and hemoglobin tests

Maintain accurate and confidential records

Maintain knowledge by attending education workshops, reviewing publications and establishing personal networks

Demonstrate to the cooks the proper methods of planning, preparing and serving food according to Head Start Performance Standards and USDA regulations

Maintain certification with TDH by completing a state accredited Food Protection Management Program pursuant to the Texas Health and Safety Code

Maintain the USDA records with the Child Care Food Program to ensure reimbursement of food costs and related expenses through record keeping and reports as required by USDA guidelines and regulations

Support kitchen staff

Identify specific requirements which must be met in order to provide quality reimbursable meals to eligible recipients. Identify meal count and attendance counting procedures and accurately report the number of meals, by type and attendance on the claim for reimbursement

Identify reimbursable program costs and correctly report them on the claim worksheet

Monitor meal sites on a regular basis to ensure that staff are correctly carrying out their CACFP duties. Ensure that the Child Nutrition Program Applications are correctly completed, filed and updated as needed. All children for whom meals are claimed in the CACFP must have a valid enrollment form.

Prepare six week cycle menus for the school year. The USDA meal pattern is required to ensure the menu meets the recommended dietary allowance. Work with licensed Dietitian on any changes needed on the menu.

Provide parent education and enrichment programs related to nutrition

Other Duties

Ensure all federal and state regulations pertaining to nutrition and/or health components are implemented

Monitor biannual height and weight of each enrolled child

Actively assist the Family Engagement Coordinator

Coordinate compliance with Section 504 regulations

Contribute to the team effort by completing other duties as indicated

Qualifications

Associate degree in foods/nutrition, dietetics, kinesiology or health related field preferred
Capacity to conduct nutritional classes, workshops and presentations with staff, children and/or parents required
Knowledge of Microsoft Word, Excel, and Access
Knowledge of USDA regulations

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods time
Some lifting
Long periods of computer use

Training

Annual in-service
First Aid/CPR
Any mandatory training

Decision Making

Exercise discretion and independent judgement

Financial Responsibilities

Budget; MAT Tickets; Requisitions; Debit/Credit Cards; Receipt for Reimbursement

Communication

Interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, and receive and provide feedback

Benefit Summary:

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PER8
Summer Admin: None

Equipment Used

General office equipment

Work Environment

Office and Campuses

Employee's Signature

Date

Purchasing Coordinator

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Job Code:		Division:	Head Start
Branch:		Department:	
Reports To:	HS Director	Pay Grade:	Pay Grade M
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	Deputy Director	Date Prepared:	02/26/2025
Approved By:	Executive Director	Date Approved:	02/26/2025

Summary

Purchasing Coordinator - Allocated position within HSMB

Essential Duties & Responsibilities

Purchase all equipment and supplies for the entire agency.

Communicate with staff through our MAT Supply Ticket System.

Complete Requisitions, 904's, and any other paperwork required for purchases.

Create and manage accounts with our supply vendors.

Check in all deliveries at HSMB, ensure that all paperwork is attached and items are ready for delivery.

Maintain inventory of Head Start tagged equipment.

Complete RFP's (Request For Proposal) for services and equipment when needed.

Other Duties

Coordinate with the I.T. and Service Departments, to ensure that all inventory tags are created, and supplies are delivered to the campuses in a timely manner.

Qualifications

High School Diploma or Equivalent required

Minimum of two years experience in purchasing/procurement

Computer literate

Experience with inventory tracking software and/or Excel spreadsheets

Supervisory Responsibilities

None

Physical Demands

Sitting, standing, stooping and lifting in excess of 20lbs

Computer use

Training

Annual in-service

First Aid/CPR

Any mandatory training

Decision Making

None

Accountability

Budget; MAT tickets; requisition; debit/credit cards; receipt for reimbursement

Communication

Interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, and receive and provide feedback

Benefit Summary

Employee Type: FT 80

Benefits: Full - Refer to Policy 301

Leave Type: PER8

Summer Admin:

Equipment Used

General office equipment

Work Environment

Office and warehouse/storage rooms

Employee's Signature

Date

