

JOB DESCRIPTION

TITLE HEADSTART COMPLIANCE SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree from a two-year college or technical school and three years related experience with Florida school programs; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use e-mail).
Language Skills	Ability to read and interpret government regulations. Ability to write reports and procedures manuals. Ability to effectively present information and respond to questions from school personnel and the public.
Mathematical Skills	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 35 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but may run high in different locations dependent upon student activities. Flexible work schedule in order to participate in program activities

REPORTS TO Supervisor of Basic Prekindergarten

GENERAL RESPONSIBILITIES

1. Conducts internal reviews of Head Start program operations for compliance with state and federal regulations.
2. Provides consistent level of support services to Head Start staff regarding compliance issues conducted by on-site visits, data collection, evaluation and reporting.

SPECIFIC RESPONSIBILITIES

1. Conducts site visits to schools to monitor the Head Start classroom for program compliance and accreditation standards.
2. Develops and maintains a system for providing on-site, telephone, or e-mail support for Head Start staff and administrators regarding procedural and data recording questions.
3. Accesses and retrieves student and program information from student registrations records and computer databases for program information reports.
4. Compiles the annual self-assessment and Community-wide Strategic Planning and Needs Assessment report with input from Head Start staff and community partners.
5. Plans and presents staff training to ensure compliance with all program standards.
6. Maintains a system for on-going monitoring activities and reporting of all program non-compliance findings.
7. Participates in the development of corrective actions plans with appropriate follow-up and documentation of improvement.
8. Prepares and maintains District Head Start manuals in the areas of compliance and documentation.
9. Maintains and shares a resource library of current state and federal program regulations with other Head Start staff.
10. Assists with orientation for new Head Start staff in areas of program requirements and reporting.

11. Assists with the development and monitoring of Head Start Professional Development Plans to ensure staff meet all training requirements.
12. Performs other duties as assigned.