



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

## JOB DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>POSITION TITLE:</b>  | Specialist, Head Start/Early Head Start Compliance |
| <b>CONTRACT YEAR:</b>   | 244 days   |
| <b>PAY GRADE:</b>       | 19   |
| <b>BARGAINING UNIT:</b> | BTU-TSP  |

### MINIMUM QUALIFICATIONS

**EDUCATION:** An earned associate's degree from an accredited institution.

**EXPERIENCE:** A minimum of three (3) years within the last seven (7) years of related experience with school or federal programs.

### ADDITIONAL QUALIFICATIONS

**REQUIRED:** Knowledge of federal, state, and local government procedures and guidelines; Ability to effectively communicate and express ideas clearly and concisely, orally and in writing, with staff; Computer skills.

**REPORTS TO:** Director or designee

**SUPERVISES:** None

**POSITION GOAL:** To develop, implement, and maintain ongoing quality assurance procedures in order to measure and assure quality performance of the Head Start/Early Head Start program according to the Office of Head Start Ongoing Monitoring Review and the Head Start Performance Standards.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Specialist, Head Start/Early Head Start Compliance shall:**

1. conduct site visits to schools to monitor the Head Start/Early Head Start

- classrooms/sites for program compliance and performance standards.
2. develop and maintain a system for providing on-site and electronic support for Head Start/Early Head Start staff and administrators regarding procedural and data recording questions.
3. access and retrieve student and program information from student registration records and computer databases for program information reports.
4. compile findings into a monitoring report and submit to key management staff and the Director.
5. conduct follow-up on any issues and/or findings identified in the monitoring report to ensure that the appropriate steps have been taken to correct all the findings.
6. develop monitoring tools for effective compliance tracking.
7. maintain a system for ongoing monitoring activities and reporting of all program non-compliance findings.
8. participate in the development of corrective action plans with appropriate follow-up and documentation of improvement.
9. prepare and maintain District Head Start/Early Head Start manuals in the areas of compliance and documentation.
10. monitor Head Start/Early Head Start classrooms to ensure they are in compliance with the Standard Operating Procedures, health, safety, and facilities.
11. plan and present staff training and orientation to ensure compliance with all program standards, program requirements, and reporting.
12. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
13. participate in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
14. review current developments, literature and technical sources of information related to job responsibilities.
15. ensure adherence to good safety procedures.
16. follow federal and state laws, including Head Start Performance Standards, as well as School Board policies.
17. perform other duties as assigned by the Director or designee.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Ensure continuous improvement in the Head Start and Early Head Start programs by actively participating in district and school-based ongoing monitoring; communicate as required with key management staff and schools to ensure compliance with the performance standards.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

## Point Factor Listing (cont.)

Specialist, Head Start/Early Head Start Compliance  
Point Range: 625 - 654

### Position Factors

#### 1. **Knowledge:** Combined required **minimum education/experience for competent performance**

| <u>Education</u>           | <u>Experience Range - Years</u> |            |           |
|----------------------------|---------------------------------|------------|-----------|
|                            | <u>Up to 3</u>                  | <u>4-7</u> | <u>8+</u> |
| A. High School             | 1                               | 2          | 3         |
| B. A.A/Vocational training | 1                               | 2          | 3         |
| C. B.S/B.A.                | 1                               | 2          | 3         |
| D. M.S/ M.A.               | 1                               | 2          | 3         |
| E. MS+ (Sr. Mgmt.)         | 1                               | 2          | 3         |

#### 2. **Human Relations Skills:** All interpersonal skills required to produce the desired end result

| <u>Required skill level</u>                                  | <u>*Organization Contact Level</u> |   |   |   |
|--|------------------------------------|---|---|---|
| A. Moderately important; courtesy/ tact                      | 1                                  | 2 | 3 | 4 |
| B. Important; communicate ideas/lead team                    | 1                                  | 2 | 3 | 4 |
| C. Very important; influencing others; supervise/ manage     | 1                                  | 2 | 3 | 4 |
| D. Critical to end result; convincing others; lead/ motivate | 1                                  | 2 | 3 | 4 |

#### **\*Definitions**

**1** - Immediate workgroup

**2** - Outside of immediate workgroup

**3** - Assistant/ Associate/Deputy Superintendents

**4** - Superintendent, School Board; critical external parties

#### 3. **Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

## Position Factor Listing

Specialist, Head Start/Early Head Start Compliance

Point Range: 625 – 654

**4. Decision Making Freedom:** Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

### Position Analysis Criteria

| 1. Knowledge | 2. Human Relations Skills | 3. Problem Solving | 4. Decision Making Freedom | 5. Position Impact |
|--------------|---------------------------|--------------------|----------------------------|--------------------|
| B1           | B3                        | C                  | B                          | B                  |