



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Specialist, Head Start/Early Head Start Compliance
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 24
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director or designee
CONTRACT YEAR: 244 days

POSITION GOAL:

To develop, implement, and maintain procedures that 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 Senior Specialist, Head Start/Early Head Start Compliance shall carry out the performance responsibilities listed below.

- Supervise Compliance Specialists in the performance of job duties.
- Provide oversight for site visits of Early Head Start/Head Start location to ensure program compliance.
- Supervise Compliance Specialists in the development of corrective action plans with appropriate follow-up and documentation of improvement.
- Meet with school and department administrators to troubleshoot and correct compliance issues.
- Conduct periodic internal reviews with Compliance Specialists to ensure that all department compliance procedures are followed.
- Identify compliance issues that require follow-up or investigation and ensure schools are following through with corrections.
- Remain current and knowledgeable of all Federal, State, and local laws, rules, policies and regulations.
- Create and maintain monitoring tools for corrective action including the Curriculum Fidelity Checklist, Staff qualifications database, and all compliance documentation required by Head Start Performance Standards.
- Maintain a system to track monitoring activities and report all program non-compliance findings.
- Direct the development and implementation of compliance related policies and procedures.
- Provide employee training on compliance related topics, policies or procedures.
- Prepare management reports regarding Head Start compliance operations and progress.
- Assist Director in preparing and writing annual Head Start reports including: Self-Assessment, Service Plan, Strategic Plan and Program Information Report.
- Maintain documentation of compliance activities and follow up with Compliance Specialists.
- Oversee the use and development of data management systems used for all compliance components.
- Identify potential areas of compliance vulnerability and develop/implement corrective action plans.
- Ensure proper reporting of deficiencies or potential deficiencies to Department leadership team.
- Monitor the performance of the compliance program and related activities on a continuing basis, taking appropriate steps to ensure effectiveness.
- Oversee all Head Start/Early Head Start/VPK classroom inventory and compliance matters.
- Operate office machines and utilize clerical procedures needed in the classroom.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in professional learning programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.

- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, including Head Start/Early Head Start Performance Standards, if applicable, as well as School Board policies.
- Perform other duties as assigned by immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Certification in Pre-K/Primary: Age 3-Grade 3 or Preschool Education (Birth-Age 4).
- A minimum of four (4) years within the last seven (7) years of progressively more successful experience in the field related to the title of the position.
- Demonstrated analytical and problem-solving skills.
- Effective written, verbal, and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE

- An earned master's degree from an accredited institution.
- Bilingual skills.

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

Works with all Head Start/Early Intervention staff and school administrators to ensure Head Start Performance Standards, state, local and federal guidelines..

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted: