

CLINCH VALLEY COMMUNITY ACTION, INC.
HEAD START/EARLY HEAD START
JOB DESCRIPTION

POSITION: Quality Assurance Monitor
JOB CLASSIFICATION: Non-Exempt, Part-time (avg. 20 hours per week) (10 months)
RATE OF PAY: \$10.90 hr. - \$13.42 hr.
SUPERVISED BY: Head Start Director
SUPERVISES: No One

GENERAL RESPONSIBILITIES

The Quality Assurance Monitor in coordination with the Executive Director, Head Start Director, and other Administrative Staff, Program Coordinators and other colleagues ensures program quality and compliance through ongoing review, monitoring and follow-up support. Ensures all Early Head Start/Head Start programs meet or exceed performance standards and adheres to relevant regulations, policies and procedures. This position requires regular attendance and punctuality as an essential part of the job function.

SPECIFIC RESPONSIBILITIES

1. Establishes systems and procedures to ensure timely execution of all quality assurance, corrective action and compliance activities;
 - a. Identifies processes, procedures, and activities from the Standards and Program Plans;
 - b. Sets up a timeline for monitoring such processes, procedures, and activities;
 - c. Monitors identified documents and procedures;
 - d. Reports such findings to the Head Start Director and Executive Director;
 - e. Head Start Director addresses any corrective action;
 - f. Follow up will ensure process is in place to eliminate any non-compliance issues; and
 - g. Any other duties deemed necessary by the Head Start Director and/or Executive Director.
2. Practices safety in the classroom, playground, bus and other locations where children will attend.
 - a. Follows all safety rules and practices.
3. Works to continue education by attending classes, meetings, workshops, and conferences related to Head Start and early childhood education in accordance with staff development plan.
 - a. Develops professional development goals with supervisor annually (Professional Development Plan);
 - b. Participates in classes, workshops, meetings, and conferences that move toward meeting professional development goals, as requested or assigned;
 - c. Attends staff meetings as needed;
 - d. Attends Agency or program training, which may be out-of-town and/or overnight travel; and
 - e. Enrolls in college classes upon request;
 - f. Reports cases of suspected child abuse or neglect immediately to proper supervisory staff and Department of Social Services; and
 - g. Adheres to all policies/procedures as outlined in the CVCA Policy/Procedures Manual, and the Head Start Policy Manual.
4. Completes all reports as required.
 - a. Completes and submits accurate reports, i.e. monthly, quarterly, annually to Program Director.
5. Performs other job-related tasks upon request.

QUALIFICATIONS

Must have a high school diploma or GED. Prefer one year experience working with federal, state, and local regulations; Prefer experience working in either a pre-school or child care setting; Must be proficient in oral and written skills; Be able to maintain a flexible schedule; Must be able to maintain confidentiality; Attention to detail with ability to accurately handle large volume of documentation; Ability to solve unexpected problems as they arise while considering programmatic requirements, cultural sensitivity, individual circumstances and best practices; Demonstrated ability to plan, organize and coordinate multiple priorities; Ability to self direct and establish relationships with all levels within the organization and with external stakeholders and to think creatively and develop strategies for achieving programmatic objectives; Must be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency. Must be willing to attend overnight or out-of-town travel.

Anyone hired in this position after November 7, 2016, the candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests. This position may require constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing. Must be able to lift and carry up to 50 lbs.

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER