



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Early Childhood Compliance Coordinator
Payroll/Personnel Type:	12 Month
Job #:	8823
Reports to:	Assistant Superintendent of Early Childhood/Early Childhood Special Education/Associate Superintendent, Early Childhood & Elementary Superintendent of Schools
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

This position involves monitoring of preschool instruction, staffing, and Head Start compliance areas. This person will work with the Early Childhood Coordinators, ECSE Process Supervisor, teachers, principals, and district staff to ensure all aspects of quality is maintained. This position will also inform professional development needs, provide services per contractual agreement between Grace Hill head Start/Urban League Head Start and the St. Louis Public Schools (Early Childhood Education).

Essential Functions:

- Maintaining necessary documents required for student and teacher compliance
- Monitor the completion of recruitment, enrollment and screening of eligible children and families that include accompanying paperwork and processes
- Obtain needed information and establish records for families, per program policy and procedures
- Assist with the planning and implementation of necessary professional development for preschool staff
- Monitor Head Start classroom safety, health and instructional standards
- Must be familiar with Head Start standards and philosophy
- Ability to be flexible and work in fast paced environment
- Make regular reports to the Assistant Superintendent of Early Childhood/Early Childhood Special Education on status of Head Start program at all sites
- Prepare monthly billing/invoices for services provided to each agency per their contractual terms
- Conduct home and community contacts and prepare/submit required reports of home visits and parent, family contacts in collaboration with PAT requirements
- Act as a liaison between preschool centers, the ECE office and Head Start program (Grace Hill and Urban League)
- Keep families and staff aware of community resources and methods of using these resources
- Monitor identification of social services and goals of families, including but not limited to completion of Family Partnership Agreement
- Initiate contact with parents of children having irregular attendance patterns to identify the reason and offer supportive services
- Prepare written reports of contacts and other required record keeping
- Maintain confidentiality of families and records
- Prepare written reports to policy council monthly
- Supervise data operators
- Maintain program compliance with Head Start Performance Standards
- Keep abreast of new trends and developments in assigned areas of responsibility for the purpose of improving the quality of early childhood programming



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- Assist in the development of training and professional development opportunities for early childhood staff-district and Head Start joint training
- Monitor and follow up reports of concern relative to child and family
- Monitor the completion of health and development assessment
- Participate in fairs, recruitment efforts, and other community activities when required
- Provide weekly and monthly reports
- Must meet 100 percent of 30-45-90 day Head Start Mandates
- Must ensure that SLPS receives 100 percent reimbursement per the Grace Hill Head Start Grant, through the duration of the partnership
- Perform all other duties as assigned by the Assistant Superintendent of Early Childhood/Early Childhood Special Education

Knowledge, Skills, and Abilities:

- Experience planning and implementing appropriate staff development
- Knowledge of the community
- Computer skills (Outlook, Excel, Word, etc.)
- Knowledge of childcare licensing regulations and Head Start Performance Standards
- Ability to manage, organize and prioritize work
- Strong written and oral communication skills, including preparation of reports and presentations
- Must have knowledge of problem-solving and collaborative negotiation skills
- Understand the role of leadership within a multi-faceted program
- Exhibit strong interpersonal relationships with colleagues
- Must have knowledge of ChildPlus database
- Perform duties in a timely and professional manner
- Some knowledge of Early Childhood Special Education processes

Experience:

- Minimum of five (5) years' experience working with families and young children

Education:

- Bachelor's Degree in Early Childhood Education or Human Services related field (required)
- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

