

Assistant Cook A
Job Description

Supervisor: Nutrition Specialist

Classification: Non-Exempt

Wage Range: \$10.40 - \$11.40

Work Hours: 7:00 am – 3:30 pm

Qualifications: Must have High School Diploma or GED. Experience in sanitation, and large quantity food preparation is preferred. Driver's license is required. ~~Must be able to advocate for low-income families and those with special needs within the community. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs. Have the ability to walk, , bend, stoop, lift up to 50 lbs, and stand for the duration of the work day~~

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.

11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Responsible for preparing attractive, palatable, nutritious meals according to approved menus. ~~in off-site location.~~
- ~~2.~~ Responsible for the punctual serving of meals ~~and snacks~~ according to schedule.
- ~~2-3.~~ Sets up the carts for meals according to procedure and schedule.
- ~~3.~~ Responsible for washing dishes.
- ~~4.~~ Provide input into menu planning and makes appropriate substitutions as necessary.
- ~~5.~~ Buy groceries.
- ~~6.~~ Maintain sanitary work settings and daily clean-up of kitchen area.
- ~~4.~~ Monitor appliances and report any needed maintenance to Nutrition Specialist.
- ~~7-5.~~ Responsible for washing dishes.
- ~~6.~~ Assist ~~e~~Education ~~s~~Staff with preparation of Nutrition Education Activities (i.e. purchasing supplies and foods).
- ~~7.~~ Responsible for kitchen laundry as needed.
- ~~8.~~ Buy groceries as needed
9. Responsible for the replacement and purchasing of kitchen supplies with approval by the Nutrition Specialist.
10. Assist the NS in maintaining the daily records in compliance with the Child and Adult Food Care Program. i.e. production records.
- ~~11.~~ Participate in appropriate trainings as required (i.e. CAFCP and ServSafe).
- ~~12.~~ Follow all Health and Safety Requirements (i.e. CAFCP, OSHA)
- ~~13-11.~~ Attend all required meetings and trainings.
- ~~14-12.~~ Must be able to work and relate to other easily. Must be able to take over duties of absent co-workers.
- ~~15-13.~~ Other duties as assigned.

Assistant Cook B
Job Description

Supervisor: Nutrition Specialist

Classification: Non-Exempt

Wage Range: \$10.40 - \$11.40
~~3:45pm~~

Work Hours: ~~8:00~~7:4_am – 4:00

Qualifications: Must have High School Diploma or GED. Driver's license is required. Experience in sanitation, and large quantity food preparation is preferred. ~~Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel.~~ Have the ability to walk, stand, bend, stoop, and lift up to 50 lbs, and stand for the duration of the work day.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.

12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Assist in preparing attractive, palatable, nutritious meals ~~and daily snacks~~ according to approved menus.
- ~~4.2.~~ Assist with the punctual serving of meals according to schedule.
- ~~2.3.~~ Sets up the carts for ~~snacks and~~ meals according to procedure and schedule.
- ~~3.~~ ~~Assist with the punctual serving of meals and snacks according to schedule.~~
4. Maintain sanitary work settings and daily clean up of kitchen area.
5. Assist the Cook in maintaining appliances and making appropriate recommendation for repairs as needed.
6. Responsible for washing dishes ~~with the assistance of the kitchen assistant.~~
- ~~7.~~ ~~Must be able to stand on feet and lift heavy objects for duration of assigned work schedule.~~
- ~~8.7.~~ As needed, assist Cook with preparation of Nutrition Education Activities (i.e. purchasing supplies and foods).
- ~~9.8.~~ Responsible for kitchen laundry as needed.
- ~~10.~~ ~~Assist Cook in buying groceries as needed.~~ Buy groceries as needed.
- ~~11.9.~~ Follows all Health and Safety Requirements (i.e. CACFP, OSHA).
- ~~12.10.~~ Must be able to take over duties of absent co-workers.
- ~~13.~~ ~~Attend all scheduled/required meetings, staffings and trainings.~~
- ~~14.11.~~ Other duties as assigned.

Assistant Cook C

Job Description

Supervisor: Nutrition Specialist

Classification: Non-Exempt

Wage Range: \$10.40 - \$11.40

Work Hours: 8:00am – 4:00pm

Qualifications: ~~Must have High School Diploma or GED. Driver's license is required. Experience in sanitation, and large quantity food preparation is preferred. Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.~~
Must have High School Diploma or GED. Driver's license is required. Experience in sanitation, and large quantity food preparation is preferred. Have the ability to walk, . bend, stoop, lift up to 50 lbs, and stand for the duration of the work day

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.

11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Assist in preparing attractive, palatable, nutritious meals ~~and daily snacks~~ according to approved menus.
- ~~2.~~ Assist with the punctual serving of meals ~~and snacks~~ according to schedule.
- ~~2.3.~~ Sets up the carts for meals according to procedure and schedule.
- ~~3.4.~~ Maintain sanitary work settings and daily clean up of kitchen area.
- ~~4.5.~~ Assist the Cook in maintaining appliances and making appropriate recommendation for repairs as needed.
- ~~5.6.~~ Responsible for washing dishes.-
- ~~6.~~ ~~Must be able to stand on feet and lift heavy objects for duration of assigned work schedule.~~
7. As needed, assist Cook with preparation of Nutrition Education Activities (i.e. purchasing supplies and foods).
8. Responsible for kitchen laundry as needed.
9. ~~Assist Assistant Cook A in B~~buying groceries as needed.
10. Follows all Health and Safety Requirements (i.e. CACFP, OSHA).
11. Must be able to take over duties of absent co-workers.
- ~~12.~~ ~~Attend all scheduled/required meetings and trainings.~~
- ~~13.~~ 12. Other duties as assigned.

Assistant Maintenance / Custodian Job Description

Supervisor: ~~Program Administrator~~ Fiscal Administrator **Classification:** Non-Exempt

Wage Range: \$12.27 - \$13.27 **Hours:** (FT) 11:00 p.m. to 7:00 p.m.
(PT) X:00 p.m. to X:00 p.m.

Minimum Qualifications: Must have knowledge and experience in sanitation and use of cleaning products and chemicals~~ly~~. Must be able to perform general maintenance tasks. Prior experience in custodial work is preferred. Driver's license required. Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.

11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Clean facility at the Pierre locations. These duties include but are not limited to: dust and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
2. Assist in cleaning and maintaining rural facilities as needed.
- ~~3.~~ Clean and sanitize restrooms/bathrooms using established practices and procedures.
- ~~3-4.~~ Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- ~~4-5.~~ Assist with stripping, cleaning, buffing and applying floor sealer/wax to hard surface floors, vacuum and shampoo carpets.
- ~~5-6.~~ Use and maintain any power equipment and hand tools; buffers, scrubbers, vacuums, brooms, mops for the cleaning and general maintenance of floors, walls, carpets, furniture, office equipment etc.
- ~~6-7.~~ Assist in washing walls and equipment; use ladders when required.
- ~~7-8.~~ Secure building when facilities are not in use checking for unlocked doors and windows turn off lights.
- ~~9.~~ Follow instructions regarding the use of chemicals and supplies. Use as directed.
- ~~8-10.~~ Perform cleaning and related activities such as removing snow, rocks and debris from sidewalks around building and on playground, using hand-operated tools or power equipment.
- ~~9-11.~~ Move furniture, equipment, supplies and tools on an incidental basis.
- ~~10-12.~~ Wash accessible interior and exterior windows. Clean blinds and vents.
- ~~11-13.~~ Attend to emergencies when necessary.
- ~~12-14.~~ Safely operate all company vehicles. Do minor maintenance of vehicles such as cleaning.
- ~~13-15.~~ During the summer months shall Assist in routine maintenance work, such as painting, fixing playground equipment, carpentry work.
- ~~14-16.~~ Attend all required meetings, staffings and trainings, such as First Aid and CPR, OSHA trainings and use of new products and methods and technique in cleaning.
- ~~15-17.~~ Fill in when lead Custodian / Maintenance person is absent.
- ~~16-18.~~ Perform other duties as assigned.

Cook Job Description

Supervisor: Nutrition Specialist

Classification: Non-Exempt

Wage Range: \$12.31 - \$13.31

Work Hours: 7:30am – 3:30pm

Qualifications: ~~Must have High School Diploma or GED. Driver's license required. Must have successfully completed level one of South Dakota School Food Service Certification training or have two years experience in food service from a school or similar institution. Experience in menu planning, sanitation, and large quantity food preparation is preferred.~~ Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel. ~~Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.~~
Must have High School Diploma or GED. Driver's license is required. Experience in sanitation, and large quantity food preparation is preferred. Have the ability to walk, , bend, stoop, lift up to 50 lbs, and stand for the duration of the work day

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).

9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Responsible for preparing attractive, palatable, nutritious meals according to approved menus.
2. Responsible for the punctual serving of meals ~~and snacks~~ according to schedule.
3. Provide input into menu planning and makes appropriate substitutions as necessary.
4. Order, monitor and maintain inventory of food items purchased for meal services.
5. Maintain sanitary work settings and daily clean up of kitchen area.
6. Monitor appliances and report any needed maintenance to Nutrition Specialist.
7. Assist ~~e~~Education ~~s~~Staff with preparation of Nutrition Education Activities (i.e. purchasing supplies and foods).
8. Responsible for the replacement and purchasing of kitchen supplies with approval by the Nutrition Specialist.
9. Assist the NS in maintaining the daily records in compliance with the Child and Adult Food Care Program. i.e. production records.
10. ~~Participate in appropriate trainings as required (i.e. CAFCP and ServSafe).~~ Become Servsafe certified within 1 year of hire and maintain certificate throughout.
11. Follow all Health and Safety Requirements (i.e. CAFCP, OSHA)
- ~~12. Attend all required meetings, staffings and trainings.~~
- ~~13. Must be able to work and relate to other easily.~~ Must be able to take over duties of absent co-workers.
- ~~14.~~ 13. Other duties as assigned.

Data Encoder/Program Assistant
Job Description

Supervisor: Fiscal Administrator

Classification: Non-Exempt

Wage Range: \$12.89 - \$15.18

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: Must have High School Diploma or GED. ~~Must have two years experience in office work or Vocational Technical training or college classes in secretarial, and computer courses.~~ Good skills in typing, spelling and grammar required. Must have knowledge and skills in computers, and mircrosoft office. ~~word and access.~~ ~~Must have ability to communicate effectively with the general public both on the phone and in person.~~ ~~Must have good verbal and written communication skills.~~ ~~Must be able to advocate for low income families and those with special needs within the community.~~ ~~Must be willing to work some evenings and to travel.~~

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.

12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Responsible for upgrades, maintenance and monitoring of office computers, network system, e-mail and phone systems.
2. Support staff in their technical growth.
3. Serve as Network Administrator.
4. Responsible for organizing and maintaining of the L: drive.
5. Responsible for set-up, encoding, upgrades, training and support as needed on child tracking system and completion of PIR.
6. Develop computer replacement plan with input from executive management team.
7. Responsible for inventory (including vehicle inventory) in excel, which includes printing reports, room listings, and physical inventory of each room, updating information in coordination with Human Resource/Fiscal Asst.
8. Responsible for calling repair person for office machines such as, but not limited to computers, copier, phone, and office equipment that cannot be fixed within the agency. A member of management must be notified and approval given prior to calling outside support/repair personnel.
9. Act as a backup for the Receptionist, answers and directs phone calls to appropriate staff and take messages. Assume Receptionist duties in summer.
10. Tallies data for Community Assessment in coordination with grant cycle.
11. Responsible for all changes to [Infinitie Campus and](#) Child Plus for all enrolled participants, ~~and inform Specialists of change.~~
12. Responsible for collecting information, preparing and distributing quarterly newsletter.
13. Monthly maintenance and update of program web site [and social media.](#)
14. Orientation of new staff on computer and email, tracking program, phone system and other miscellaneous equipment.
15. Assist in technical revisions of parent handbook, brochures and handouts as needed.
16. Send end of month enrollment via internet to the office of Head Start.
17. Participate in the enrollment process.
18. Is responsible for the Child Plus program such as set up, roll overs, etc.
19. Assist in locating and creating reports in Child Plus to be used for monitoring purposes.
20. Order toner cartridges for fax, copiers and printers.
21. ~~Attend all scheduled/required staffings, trainings and meetings.~~
22. Other duties as assigned.

Director
Job Description

Supervisor: Board of Directors **Classification:** Exempt

Supervises: Program Administrator, Fiscal Administrator, Secretary/Receptionist, Health and Safety Specialists, Family Service Specialists, Nutrition Specialist, Disability/Transition Specialist, **Behavioral Specialist**

Wage Range: \$31.26 - \$33.45 **Hours:** 7:45am – 3:45pm

Minimum Qualifications: Must have at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration. ~~Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel.~~

Minimum Experience:

- ~~○ Experience as an administrator, proven ability in personnel, fiscal, and program management.~~
- ~~○ Prior work experience with public services agencies (public and private).~~
- ~~○ Prior grant writing experience necessary and program management and supervision. (Oahe Child Development is a non-profit)~~

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Statement of Duties: ~~The Director is responsible for directing activities for the Head Start and Early Head Start programs in order to provide instruction and care for children; manage all staff; and to maintain the maximum efficiency of the programs by performing the following duties:~~

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.

4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Ensure compliance with all performance standards and other federal and state regulations and ensure they are carried out during daily work functions of the program.
2. Monitor the program service area plans to ensure they are updated, approved and implemented.
3. Develop policies and operating procedures based on all federal and state status, regulations, transmittal notices, and memorandums pertaining to Head Start in coordination with the Program and Fiscal Administrator.
4. Ensure the implementation of all applicable Head Start Standards. Inclusive of the delivery of measureable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning, and physical health and development.
5. Responsible for an outcome-based, data-driven approach within our Head Start and Early Head Start programs.
6. Responsible for updating, conducting and analyzing annual parent surveys.
7. Develop and maintain a monitoring system for program services.
8. Provide training/guidance to maintain high quality education services to staff and families.
9. Prepare grant applications in coordination with the Program Administrator, Fiscal Administrator, staff, Policy Council, Grantee Board, parents and community.
10. Assist in preparation of program budget and administer the budget throughout the fiscal year.
11. Prepare and publicize the program's Annual Report.
12. Assume responsibility with Program Administrator for completion of all necessary reports, training, working with Regional offices and contracting agencies.

13. Responsible for the overall hiring and termination of staff with involvement of the Policy Council, Grantee Board, Program Administrator and Human Resources.
14. Recruit, select, and train staff in coordination with Program Administrator, Human Resources and the appropriate supervisor.
15. Responsible for the development of appropriate job descriptions in accordance with the Agency's Personnel Policies and Procedures as well as personnel reorganizations and reductions in force subject to the approval of the Board of Directors and Policy Council.
16. Negotiate and approve contracts for professional services, pertaining to the functions of our Early Head Start and Head Start programs.
17. Research and inform the Board of Directors of available resources (private, state and federal) to increase the scope and quality of programs in early childhood education and family services.
18. Report to Policy Council and Board of Directors on a monthly basis to discuss reports, budgets, program planning, reviews, policies, program objectives, etc. Provide Board of Directors and Policy Council with adequate information to ensure they can reach sound decisions in their governance of the program. Coordinate appropriate communication with Grantee Board and Policy Council.
19. Provide annual orientation training, as well as training throughout the program year, to Board of Directors and Policy Council members.
20. Direct general and fiscal program planning for the Agency in conjunction with the Board of Directors, Fiscal Administrator and Program Administrator.
21. Responsible for the organization of Policy Council and Grantee Board meetings in coordination with the Program Administrator. Ensure communication is shared between Policy Council, Grantee Board and staff.
22. Oversee Child Plus data tracking system to ensure data is coded for PIR.
23. Supervise and monitor all other service areas and their procedure plans in coordination with the Program Administrator in order to achieve compliance with the Performance Standards.
24. Work closely with Program Administrator to maintain a consistent flow of services in the program.
25. Maintain written and oral communication flow with office, management and staff via staff meetings, site visitations and written communications.
26. Visit centers periodically to maintain a communication flow between centers, home base and central office.
27. Provide feedback to Oahe Child Development staff at all sites through meetings, observations of on-site visits, group socializations for parents and children, review of records, enrollment levels, etc.
28. Interact and be available to engage with parents during parent meetings, socials, drop off and pick up times in order to build relationships and provide support to parents and families. Engage with families in order to be familiar with and appreciate the ethnic and racial heritage of program families.
29. Establish and maintain the calendars for parent meetings, activities, and training sessions, for both staff and parents.
30. Ensure that families are informed and information is shared through the use of our School Messenger system.

31. Maintain professional stature through research writing, attending professional meetings and serving on committees.
32. Provide information of available community services and resources and how to access them.
- ~~33. Decision making and handling unexpected problems.~~
- ~~34.~~33. Assist Specialists with all employee personnel issues.
- ~~35.~~34. Maintain knowledge of all new programs and innovations in child development and implement those that are applicable.
- ~~36.~~35. Responsible for annual program review.
- ~~37.~~36. Responsible for coordinating, conducting and analyzing the community needs assessment.
- ~~38.~~37. Develop training plans through evaluation of staff needs and staff professional development plans. Approve and schedule trainings in collaboration with the Career Development Committee.
- ~~39.~~38. Responsible for planning and implementing all monthly staff meetings, including annual pre-service training and annual reflective training, as well as other miscellaneous trainings throughout the program year.
- ~~40.~~39. Meet with management team bi-weekly.
- ~~41.~~40. Review and comment with Specialist on evaluation reports and recommendations.
- ~~42.~~41. Seek out opportunities to educate the public regarding Oahe Child Development Center's services. Speak at service groups when applicable.
- ~~43.~~42. Develop and implement interagency agreements with community partnerships.
- ~~44.~~43. Attend and maintain a positive working relationship with local interagency councils and groups in order to provide open lines of communication and work together to meet the needs of our children and families.
- ~~45.~~44. Attend the South Dakota Head Start Association meetings and work in collaboration with them for the improvement of child and family services within the state.
- ~~46. Attend all scheduled/required staffings, trainings and meetings.~~
- ~~47.~~45. Other Duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and completes employee evaluations according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Delegate appropriate levels of authority.
5. Monitor staffing and scheduling for employees they supervise.
- ~~6. Provide education opportunities for employees they supervise.~~
- ~~7.~~6. Oversee and monitor work processes of those employees for which they supervise.
- ~~8.~~7. Will provide reflective supervision with staff they supervise at least once a year.

| ~~9.8.~~ Responsible for professional development of staff he/she supervises.

Board / Policy Council Approved _____

Disabilities/Transition Specialist

Job Description

Supervisor: Director

Classification: Exempt

Supervises: Disabilities Teacher Assistants

Wage Range: \$15.24 - \$20.12

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: Must have a baccalaureate degree relevant to Education, Human Services, or related degree. Some special education background preferred. ~~Knowledge and skills in communication both written and verbal required. Must be able to advocate for low-income families and those with special needs within the community. Some evenings and travel are required.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.

12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Ensure the completion of transition plans for children/families from pre-birth to five. Monitor any follow up need to ensure all activities are achieved.
2. Involved in planning, implementing and monitoring activities to be used in the classroom and homes for children with disabilities or developmental concerns.
3. Participate and assist during socializations, classrooms, home visits and other OCDC activities on a regular schedule.
4. Provide service coordination for children birth to 5 with special needs.
5. Ensure family understanding of/advocating for parents' rights.
6. Develop and implement the interagency agreements with community partnerships, promoting transition and special needs goals.
7. Complete observations as needed from results of screenings and/or as requested by staff.
8. Work with children and families on the Disability Teacher Assistants caseloads on a frequent enough basis to know the child and family.
9. Assist families in meeting the needs of their children, ages birth to five, who have developmental delays and special needs.
10. Attend IFSP/IEP meetings.
11. Purchase and upkeep mental health materials, adaptive equipment, and developmentally appropriate toys for children with disabilities, using purchase order process.
12. Train and familiarize staff in the utilization of adaptive equipment.
13. Work in a positive manner to collaborative with community partners formed by the program to have open lines of communication.
14. Work with families in a supportive manner throughout the diagnostic and referral process. Make home visits as needed.
15. Maintain a tracking system for special needs and transition which includes but is not limited to screening results and ongoing monitoring.
16. Schedule and provide screenings for children in the program and the communities served.
17. Responsible for training staff on transitions and disabilities.
18. Develop, provide and follow up on transition materials and transition plans including but not limited to applications, kindergarten visits and classroom visits.
19. Facilitate transition meetings with OCDC staff and local school districts in service area.
20. Consult with teachers and home visitors for needs of children with disabilities.
21. Monitor service area to ensure systems are implemented as planned and regulations are met.
22. ~~Attend all scheduled/required staffings, trainings and meetings.~~

- ~~23-22.~~ Encodes component area information data into tracking system for Head Start/Early Head Start, as well as monthly reports and other reports as needed.
- ~~24-23.~~ In collaboration with mental health consultant, ensures and monitors overall mental health services are provided according to performance standards and community needs.
- ~~25-24.~~ Meet with the mental health consultant to consult on a regular basis to communicate about the needs of our children/families and maintain a good working partnership.
- ~~26-25.~~ Assist families and staff in locating mental health resources. Uses payer of last resort and purchase order process for enrolled person(s) receiving services.
- ~~27-26.~~ Responsible for tracking of consultation contacts and other mental health data.
- ~~28-27.~~ Ensures 45 day screenings and ongoing screenings are completed for component area, using the DECA or Ages & Stages Social Emotional. Responsible for scoring and assessing each screen, getting results to teachers/parents, and providing and ensuring follow-up is done for children with needs.
- ~~29-28.~~ Provides education, strategies and information on parenting issues, behavior, and mental health issues to families and staff on a regular basis.
- ~~30-29.~~ Attend and maintain a positive working relationship with local interagency councils and groups, such as Child Protection Teams, schools, state agencies and other community partners formed by the program to share information and provide open lines of communication.
- ~~31-30.~~ Other duties as assigned.

Supervisory Duties:

- 1. Supervise employee performance and progress and completes employee evaluation according to procedure and timelines.
- 2. Interview, discipline, and make recommendations for hiring and termination.
- 3. Provide orientation for new employees according to procedure and timelines.
- 4. Delegate appropriate levels of authority.
- 5. Monitor staffing and scheduling for employees they supervise.
- ~~6. Provide education opportunities for employees they supervise.~~
- ~~7-6.~~ Oversee and monitor work processes of those employees for which they supervise.
- ~~8-7.~~ Will provide reflective supervision with staff they supervise at least once a year.
- ~~9-8.~~ Responsible for professional development of staff he/she supervises.

Education Specialist Job Description

Supervisor: Program Administrator

Classification: Exempt

Supervises: Home Visitors and Teacher Assistants B

Wage Range: \$21.78 – 23.02
– ~~5:30~~3:45pm

Work Hours: ~~9:30~~7:45am

Minimum Qualifications: Must have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. ~~Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 pounds.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.

10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Monitor the home based area to ensure all Performance standards and agency policies are being implemented.
2. Coordinate staffings for home base.
3. Purchase and oversee inventory of materials for home base.
4. Review ~~h~~Home ~~b~~Base lesson plans and ensure age appropriateness, ~~and~~ individualization, ~~and curriculum fidelity.~~
5. Track, compile and monitor documentation of home base lesson plans, individualization and assessments.
6. Responsible for observing and assessing socializations s and home visits experiences for developmental appropriateness.
7. Provide training/guidance to staff to maintain high quality education services to children and families.
8. Ensure the implementation of all applicable Head Start Standards, inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.
9. Facilitate team ~~m~~Meetings for home base.
10. Ensure and monitor Child Plus data for component area is correct and current. Serve as a backup for encoding component area information data into tracking system for component area.
11. Is certified in CLASS and works with Program Administrator to ensure that all classes are observed twice a year.
12. Track and monitor home visit attendance and other home base data. .
13. Participate in Career Development Committee in approving trainings and training plan.
- ~~13-14.~~ Is a member of the E.R.S.E.A. committee. This committee assists in writing; revising and up-dating the ERSEA service area plans and related policies and procedures.
- ~~14-15.~~ Monitor service area to ensure systems are implemented as planned and regulations are met.
- ~~15-16.~~ Responsible for supervising the Extended Day Program.
- ~~16-17.~~ Fill in as needed for Extended Day Program ~~or be to~~ ensure ratios are maintained.
- ~~17-18.~~ Responsible for childcare subsidy paperwork.
- ~~18.~~ Attend all scheduled/required staffings, trainings and meetings.
19. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and completes employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Delegate appropriate levels of authority.
5. Monitor staffing and scheduling for employees they supervise.
- ~~6.~~ ~~Provide education opportunities for employees they supervise.~~
- ~~7.~~ ~~6.~~ ~~Oversee and monitor work processes of those employees for which they supervise.~~
- ~~8.~~ ~~7.~~ ~~Will provide reflective supervision with staff they supervise at least once a year.~~
- ~~9.~~ ~~8.~~ ~~Responsible for professional development of staff he/she supervises.~~

Family Service Specialist -FPA

Job Description

Supervisor: Director

Classification: Non-Exempt

Wage Range: \$15.24 - \$20.12

Work Hours: 9:30 am - 5:30 pm

Minimum Qualifications: Must have a bachelor's degree in social work, human services, family services, counseling or related degree. ~~Must be able to advocate for low-income families and those with special needs within the community and willing to work evenings and travel. Must have computer literacy in the use of basic office software. Must demonstrate the ability to exercise professional judgment when making decisions and be able to work and relate to others easily.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).

9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Initiate collaborative partnerships with parents to establish mutual trust and respect.
2. Collaborate with health staff to help center-based parents meet Head Start health requirements for their children.
3. Complete Family Partnership Agreements (FPA) with center-based families. Assist families in identifying their own goals, strengths, needed services and support systems and in developing strategies and timetables for achieving their goals. Update as required.
4. In collaboration with other staff, assess each center-based family's need for social services; develop an individualize plan that responds to the family's needs; deliver and/or coordinate the delivery of needed social services to each family; review and update plans
5. Provide integrated and ongoing case management services and support to families.
6. Act as a liaison and advocate between community resources and families.
7. Assure that the family is able to access resources and that appropriate follow up is made.
8. When needed, transport children and parents to health and/or social services or other program-related appointments.
9. Collaborate with health staff to help center-based parents meet Head Start health requirements for their children.
10. Conduct at least 3 home visits/contacts per year to determine family needs and assist in developing plans to meet needs.
11. Encourage parents to become active participants in the program.
12. Provide in-kind training to parents as needed.
13. Serve as a liaison between center staff and parents as needed.
14. In collaboration with other staff, refer families to community agencies/programs; provide adult education program information and referrals based on requests noted on the FPA.
15. Collect resources for parents/guardians upon request such as books, videos, brochures, various materials, etc.
16. Update and tally the Parent Information Training form and takes information to management for planning parent meeting/training purposes.

17. Coordinates Family Fun Nights with other service areas. Responsible for Family Fun Night, planning folder, minutes, and recording on monthly report.
18. Responsible for Family Services Quarterly Monitoring and other Family Services reports and documents.
19. Network with community agencies to help ensure adequate provision of services and allowing for a mutual exchange of information to include availability of parenting and other classes in the community.
20. Encode FPA information and data into tracking system. Make list of family information requests to share with management team.
21. Serves as the lead for the Parent, Family, and Community Engagement Framework (PFCE).
22. Responsible for an outcome-based, data-driven approach that includes efforts to identify indicators and markers of progress in parent, family, and community engagement at the program level.
23. Develop and maintain a monitoring system for Family Partnership Agreements, tracking referrals, individual contacts, completions of FPA goals and any other follow up information shared.
24. Responsible to identify existing strategies, development and compilations of assessments at the family-outcome level.
25. Assist with the enrollment activities throughout the year.
26. Plan, organize and attend orientation for enrolled families.
27. Engage parents at pick-up and drop-off times, orientations, home visits, parent meetings, telephone conversations, newsletters, socializations and during special events.
28. Attend parent meetings, using this time to establish relationships and provide support to parents and families
29. Make home visits as needed.
30. Fill in as needed for Extended Day Program ~~or be to ensure~~ ratios are maintained.
- ~~31. Attend all scheduled/required staffings, trainings and meetings.~~
- ~~32.~~ 31. Other duties as assigned.

Family Service Specialist / ERSEA

Job Description

Supervisor: Director

Classification: Non-Exempt

Wage Range: \$15.24 – 20.12

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: If hired after November 7, 2016, must have a bachelor's degree, preferably in Human Development or Services, Family Studies or Services, Sociology or related degree ~~must have a bachelor's in early childhood education or related field. If degree is in a related field, must have a CDA or equivalent to an Early Childhood Endorsement. Specialist must have good verbal and written communication skills. Computer literacy in the use of basic office software a must. Demonstrates the ability to exercise professional judgment when making decisions. Must be able to advocate for low income families and those with special needs within the community. Must be willing to work evenings and to travel. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.~~

General Summary of what the Position Does

~~This position works as part of the Management team to integrate Head Start services for children and families. The Family Service Specialist must possess human relations, communications, motivational and leadership skills, which promote a working relationship with staff, parents, volunteers, and other agencies. The Family Service Specialist position is responsible for oversight and development of systems to support growth of Head Start and Early Head Start families as they identify their strengths and needs, and to find solutions to meet those needs. Developing relationships with community partners, to whom families can be referred for services, is a key function of this position. Oversight and tracking of enrollment, attendance and other related functions (waiting lists) are the responsibility of this position.~~

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.

3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

- ~~1. Responsible for implementation of Family & Community Partnership Performance Standards.~~
- ~~2.1.~~ Ensure full enrollment on the first day of yearly services and maintenance of an ongoing waitlist to ensure vacancies are filled within 30 days as they occur.
- ~~3.2.~~ Assist parents in the completion of applications.
- ~~4.3.~~ Verify applications and incomes for completeness.
- ~~5.4.~~ Responsible for oversight and tracking of enrollment, attendance, wait lists and other related functions.
5. Responsible for enrollment activities throughout the year.
6. Responsible for recruitment activities throughout the year in a manner that actively informs all families with Head Start and Early Head Start age eligible children within the service area of our services. This includes but is not limited to systematically and regularly setting out flyers, brochures in area community offices, such as WIC, clinics, hospitals, YMCA, etc.
7. Work with community agencies to ensure full enrollment for both the Head Start and Early Head Start programs.
8. Encode component area information data into tracking system for Head Start/Early Head Start.
- ~~9. Follow up on FPA goals.~~
- ~~10. Make families aware of resources, assists in accessing appropriate agencies and provides transportation as needed.~~
- ~~11.9.~~ Takes the lead in planning, organizing and attending orientation for enrolled families.

- 12.10. Engage parents at pick-up and drop-off times, orientations, home visits, parent meetings, telephone conversations, newsletters, socializations and during special events.
- 11. Daily collection of attendance sheets and daily follow up as per Performance Standards and OCDC procedures.
- 13.12. Monitor attendance and follow-up of absences to assist children and families to maintain an average 85% attendance
- 14.13. Attend parent meetings, using this time to establish relationships and provide support to parents and families.
- 15.14. Is a member of the E.R.S.E.A. committee. This committee assists in writing; revising and up-dating the ERSEA service area plans and related policies and procedures.
- ~~16. Provide information to families of available community services and resources and how to access them.~~
- 17.15. Maintain child files.
- 18.16. Make "School Messenger" calls to inform and share information with families on program events and happenings for Pierre Head Start Program.
- 19.17. Make home visits as needed.
- 20.18. Develop and implement interagency agreements with community partners.
- ~~21. Access the online Community Resource book for parents as needed.~~
- 22.19. Attend and maintain a positive working relationship with local interagency councils and groups in order to facilitate referrals. such as Child Protection Teams, schools, state agencies and other community partners formed by the program to share information and provide open lines of communication Department of Social Services, TANF, etc.
- 23.20. Monitor service area to ensure systems are implemented as planned and regulations are met.
- ~~24. Attend all scheduled/required staffings, trainings and meetings.~~
- 25.21. Other duties as assigned.

Fiscal Administrator Job Description

Supervisor: Director

Classification: Exempt

Supervises: Human Resource/Fiscal Assistant, & Data Encoder/Program Asst.,
Maintenance-/Custodian, Assistant Maintenance/Custodians

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Wage Range: \$20.88 – \$25.09

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: If hired after November 7, 2016, must be a Certified Public Accountant or have, at minimum, a baccalaureate degree in accounting, business, fiscal management or a related field. Experience in Quick Books preferred. or be a Certified Public Accountant.

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- Work experience with emphasis on payroll, accounts receivable, billing, and budgeting. Be able to communicate effectively with staff, families, children and the public.
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Strong organizational skills, the ability to monitor and prioritize work load and meet strict deadlines.
- Strong computer skills (word processing, spreadsheets, accounting software e-mail and internet).
- Working knowledge of legal and regulatory obligations, including familiarity with wage and hour laws.
- Sustained concentration and attention to detail and accuracy and the ability to prioritize a complex workload.
- Excellent verbal and written communication and human relation skills.
- Knowledge of QuickBooks and nonprofit agencies helpful.
- Must be willing to work extra hours including some evenings and weekends. Some travel required.
- Ability to work both independently and in a team environment.

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Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.

4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Develop, monitor, and evaluate fiscal policies and procedure operations in accordance with all local, state and federal law.
2. Work collaboratively with management to maintain compliance with the Head Start Performance Standards, HHS-OMB guidelines and program policies.
3. Work collaboratively with management to develop budget projections for the program grant application and fiscal year.
4. Analyze revenue receipt and expenditure to assure regulatory compliance and prudent spending within budget limitations.
5. Oversee payable functions, evaluating purchase orders to assure requests are within budget guidelines and are coded according to budget components and funding source.
6. Monitor allocations within budget components.
7. Maintain computerized financial record keeping system.
8. Calculate expenditures and revenues, prepare and submit financial status reports and budget analysis to funding sources.
9. Prepare monthly budget and expense reports for Management Staff, Policy Council and Board.
10. Monitor, track and reconcile cash flow of bank and grant funds. Prepare and input adjusting journal entries as needed.
11. Prepare for and assist with audits, resolve audit exceptions, implement changes, make recommendations and report all findings to management staff, Board, and Policy Council.
12. Regularly monitor functional areas (fiscal and payroll) to assure compliance with requirements of Head Start Performance Standards and local, state and federal regulations.
13. Prepare federal and state grant application paperwork.
14. Generate, audit, and maintain files on all payroll activity
15. Conduct routine salary surveys to ensure comparable employee compensation.
16. Payroll duties include reviewing time/activity sheets, bi-weekly payroll, direct deposit, and transfer of money.
17. Ensure wages are paid following wage and hour laws.

18. Keep abreast of all national, regional, and state financial policy requirements and brief the appropriate staff members of any changes on an as needed basis.
19. Audit insurance/benefits billings.
20. Develop, monitor, evaluate, and report on financial control programs and procedures, including compensation and benefits to Board, Policy Council and staff.
21. Develop and maintain accurate charts of accounts, including in-kind.
22. Initiate and direct, in coordination with other staff and parents, cost studies and comparative analyses of alternative operating strategies.
23. Coordinate insurance enrollments and submit new enrollment forms for all employee benefits.
24. Verify unemployment claims data for accuracy.
25. Prepare and submit quarterly payroll reports and year end payroll reports, such as W-2, W-3, 1099, 1096, end of year financial statement with notes, and make end of year adjustment entries.
26. ~~Assist r~~Review purchase orders and match with invoices and payment authorization.
27. ~~Assist p~~Process invoices by coding accurately according to budget component and payment authorization.
28. ~~Assist p~~Prepare checks for signature and file supporting documentation.
29. Generate, audit and file payable reports as well as all supporting documentation.
30. Maintain vendor lists and files.
31. Design and implement non-federal cost system to meet required 25%.
32. Participate in all staff meetings, conferences, training sessions and workshops as assigned.
33. Demonstrate knowledge of employment policies, performance standards, service area plans and objectives of the agency.
- ~~34. Maintain congenial and respectful relations with staff, children, families and the community.~~
- ~~35-34.~~ Keep current and accurate records.
- ~~36. Maintain confidentiality in regards to staff and family information.~~
- ~~37-35.~~ Research, analyze and evaluate new methods, procedures and techniques.
- ~~38. Be a contributory team member in a positive/productive manner.~~
- ~~39. Demonstrate commitment to mission, vision, organizational values and policies in the performance of daily duties.~~
- ~~40-36.~~ Responsible for transfers of the Head Start and Early Head Start funding from the Payment Management System (PMS).
- ~~41-37.~~ Assure completion of quarterly reports such as the Federal Cash Transactions Report (Form 272), Quarterly Federal Tax Return (Form 941), State Unemployment Report, and USDA Quarterly Report.
- ~~42-38.~~ Prepare ~~semi-annual~~ reports such as the Financial Status Report (269).
- ~~43-39.~~ Work with auditor to complete for 990 and 5500.
- ~~44-40.~~ Ensure property and procurement policies and procedures are followed.
- ~~45-41.~~ Monitor expenditures in collaboration with the management team and Fiscal/Human Resource Assistant.
- ~~46-42.~~ Monitor and revise fiscal procedures.
- ~~47-43.~~ Attend management meetings biweekly.
- ~~48-44.~~ Support team meetings providing information in a timely manner and assists in the planning and implementation of all staff meetings.
- ~~49. Oversee personnel files and reviews new employee files before they are filed.~~

- ~~50-45.~~ Back up for Human Resource/Fiscal Assistant with orientation, paying invoices and coding invoices for payment.
- ~~51-46.~~ Open and disburse mail.
- ~~52-47.~~ Prepare allocation amounts and allocates purchases.
- ~~53-48.~~ Run transaction reports from QuickBooks for funds being used.
- ~~54-49.~~ Prepare end of month transaction report, which show budget verses actual expenses for each fund.
- ~~55-50.~~ Participate in Career Development Committee in approving trainings, and training plan.
- ~~51.~~ Monitor service area to ensure systems are implemented as planned and regulations are met.
- ~~—~~ Monitor inspection of facilities for health, safety, and fire violations and take necessary corrective actions. Ensure compliance with all safety regulations.
- ~~56.~~ Monitor maintenance of buildings where program services are provided.
- ~~57.~~ Attend all scheduled/required staffings, trainings and meetings.
- ~~58-52.~~ Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and completes employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Delegate appropriate levels of authority.
5. Monitor staffing and scheduling for employees they supervise.
- ~~6.~~ Provide education opportunities for employees they supervise.
- ~~7-6.~~ Oversee and monitor work processes of those employees for which they supervise.
- ~~8-7.~~ Will provide reflective supervision with staff they supervise at least once a year.
- ~~9-8.~~ Responsible for professional development of staff he/she supervises.

Health & Safety Specialist A

Job Description

Supervisor: Director

Classification: Exempt (If RN)
Non-Exempt (If LPN)

Wage Range: \$17.55 - \$20.71

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: RN preferred or a LPN with two years experience working with young children and families. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Establish, coordinate, plan and facilitate the meetings for the Health Services Advisory.
2. Must be a certified CPR/First Aid instructor and teach CPR and first aid.
3. Ensure all Health and Safety Federal Standards and state childcare licensure requirements are met.
4. Responsible for safety checks on all facilities two times a year and monitor follow up needs.
5. Regularly checks for expired materials and restocks medical supplies and first aid kits for locations on assigned caseload.
6. Restock vehicles' First Aid Kits and emergency safety tubs.
7. Responsible for annual inspections of fire extinguishers in buildings.
8. Cover for other Health and Safety Specialist when needed and work together collaboratively on many tasks.
9. Obtain and record a complete medical, dental and immunization history for each enrolled child. Maintains child health records and ensure the confidentiality of all appropriate records.
10. Monitor for complete medical, dental, lead and sensory screenings, appropriate examinations, and immunizations and follow up treatment on each enrolled child. Consults regularly with parents and staff on progress in the health areas of individual children.
11. Cooperate with South Dakota Department of Health staff to ensure coordination of adequate services to address disease outbreaks, community health concerns, and monitoring of immunization records.
12. Assist in the identifying and tracking of children with special health needs, obtaining a diagnostic report and planning for appropriate services.
13. Ensure coordination, and a comprehensive approach of adequate medical and dental services to address the health needs of children.
14. Participate in program and community medical, dental and sensory screenings.
15. Complete home visits as needed.
16. Responsible for child tracking encoding, filing, monthly reports and other paperwork for their caseload. (Obtains and records a complete medical, dental and immunization history for each enrolled child. Maintains child health records and ensures the confidentiality of all appropriate records.)
17. Ensure consistency of health services between program options.
18. Administer emergency first aid.
19. Give prescribed medications with written parental and physician consent and documents according to procedure.
20. Monitor service area to ensure systems are implemented as planned and regulations are met.
- ~~21. Attend all scheduled/required staffings, trainings and meetings.~~
- ~~22.~~21. Other duties as assigned.

Assigned Caseload:

- Pierre Center Classrooms

Health & Safety Specialist B

Job Description

Supervisor: Director

Classification: Exempt (If RN)
Non-Exempt (If LPN)

Wage Range: \$17.55 - \$20.71

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: RN preferred or a LPN with two years experience working with young children and families. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Assist with Health & Safety events (ie: first aid, CPR, Health Service Advisory Council)

2. Responsible for sending out health information to parents each month.
3. Regularly checks and restocks medical supplies and first aid kits for locations on assigned caseload.
4. Cover for other Health and Safety Specialist when needed and work together collaboratively on many tasks.
5. Obtain and record a complete medical, dental and immunization history for each enrolled child or pregnant woman. Maintains child health records and ensure the confidentiality of all appropriate records.
6. Monitor for complete medical, dental, lead and sensory screenings, appropriate examinations, and immunizations and follow up treatment on each enrolled child/pregnant woman. Consults regularly with parents and staff on progress in the health areas of individual children.
7. Cooperate with South Dakota Department of Health staff to ensure coordination of adequate services to address disease outbreaks, community health concerns, and monitoring of immunization records.
8. Assist in the identifying and tracking of children with special health needs, obtaining a diagnostic report and planning for appropriate services.
9. Ensure coordination, and a comprehensive approach of adequate medical and dental services to address the health needs of children birth to 5 and pre-natal clients.
10. Participate in program and community medical, dental and sensory screenings.
11. Complete home visits as needed.
12. Responsible for child tracking encoding, filing, monthly reports and other paperwork for their caseload. (Obtains and records a complete medical, dental and immunization history for each enrolled child. Maintains child health records and ensures the confidentiality of all appropriate records.)
13. Ensure consistency of health services between program options.
14. Administer emergency first aid.
15. Give prescribed medications with written parental and physician consent and documents according to procedure.
16. Monitor service area to ensure systems are implemented as planned and regulations are met.
- ~~17. Attend all scheduled/required staffings, trainings and meetings.~~
- ~~18.~~ 17. Other duties as assigned.

Assigned Caseload:

- Early Head Start
- Home Base Head Start
- Jones County Classroom
- Irwin Center Classrooms

**Home Visitor
(Family Case Worker)**
Job Description

Supervisor: Education Specialist

Classification: Non-Exempt

Wage Range: \$11.65– 17.66

Work Hours: 8am – 4pm
(adjusted for home visit schedule)

Minimum Qualifications:

(i) Must have at a minimum a home-based CDA credential or comparable credential or equivalent coursework as part of an associate's or bachelor's degree.

(ii) Demonstrate competency to plan and implement home-based learning experiences that ensue effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive and trusting relationships with families.

(iii) If hired after November 7, 2016, must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling, or related field.

~~Knowledge and skills in communication, human relations and child development are required. Experience in home visiting, Head Start or similar program is desirable.~~ Driver's license required. Daily travel is required and must be willing to work evenings and weekends. ~~Must be able to advocate for low-income families and those with special needs within the community.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.

6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Plan, prepare and implement individualized activities using curriculum with fidelity for use in the home for the child and his/her family. ~~according to requirements.~~
2. ~~Is-~~ Must obtain and remain certified in Teaching Strategies GOLD Interrater Reliability. Certified from Teaching Strategies GOLD
- 1-3. Must obtain and maintain certification in Parents As Teachers (PAT).
- 2-4. Plan, prepare and implement group socialization experiences for all children and families in the program according to requirements.
- 3-5. Promote family involvement by encouraging families to participate in family-child activities (i.e. parent meetings, inkind, committees.)
- 4-6. Recruit and enroll families for the program throughout the year according to procedure.
- 5-7. Provide appropriate feedback to families in regards to child's screenings, ongoing assessments and outcomes.
- 6-8. Make families aware of resources, assists in accessing appropriate agencies and provides transportation as needed.
- 7-9. Demonstrate management skills that are developmentally appropriate, i.e. discipline techniques.
- 8-10. Role models parenting skills and child development principles to parents and families.
- 9-11. Identify and assist the child and families in meeting individual goals and needs.
- 10-12. Integrate all program component into the curriculum: Education, nutrition, transition, health and hygiene, mental health, etc.
- 11-13. Complete and follows-up on a Family Partnership Agreement with each family according to timelines.
- 12-14. Administer and participate in screenings as needed and assists the Specialists in meeting goals of screenings, referrals, follow-ups and on-going care.
- 13-15. Complete documentation and reports according to procedure and timelines. (Lesson plans, outcomes, attendance, monthly reports, etc.)
- 14-16. Responsible for classroom/site maintenance (i.e. equipment, cleaning, storage, etc.
15. ~~Attend all scheduled/required staffings, trainings and meetings.~~
- 16-17. Other duties as assigned.

Human Resource/Fiscal Assistant Job Description

Supervisor: Fiscal Administrator

Classification: Non-Exempt

Wage Range: \$14.62 - \$17.09

Work Hours: 7am – 3pm

Minimum Qualifications: Must have High School Diploma or GED. ~~Must have two years experience in office work or Vocational Technical training or college classes in secretarial, accounting, and computer courses. Good skills in typing, spelling and grammar required.~~ Must have knowledge and skills in Quickbooks and Microsoft Office. Some knowledge of Human Resources and of accounting ~~and calculator use is desirable~~ preferred. ~~Must have ability to communicate effectively with the general public both on the phone and in person. Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel.~~

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Responsible for upkeep of all personnel duties according to fiscal procedures.
2. Assist Fiscal Administrator in financial responsibilities according to fiscal procedures.
3. Assist Fiscal Administrator and Director with grant preparation.
4. Responsible for keeping the Policies and Procedures up to date.
5. In the absence of the Fiscal Administrator, responsible for payroll, grant fund draw-downs, direct deposit and payroll taxes.
6. Payroll duties include tallying time sheets, gathering proper forms, disbursement of checks and filing of stubs.
7. ~~Responsible for Assist~~ updating leave accrual.
8. Follow purchase order process including attaching purchase order to invoices and pay invoices weekly . Files invoices along with check stub.
9. Responsible for creating invoice files as needed and with every new grant year.
10. Maintain and keep updated personnel folders. Inform supervisors of evaluation dates, keep updated list of hire dates and other pertinent information for fiscal regulations.
11. Balance bank statement monthly.
12. Responsible for orientation of new employees.
13. Responsible for any changes to job descriptions and keep binder updated.
14. Order office supplies
15. Responsible for typing new hire/denial and exit interview letters as needed. Part of interview team, set up interviews, call references.
16. Assist Fiscal Administrator with yearly audit.
17. Assist Fiscal Administrator with the upkeep and updating of fiscal procedure manual.
18. Responsible for office keys and key fob inventory.
19. Responsible for picking up the mail daily.
20. Responsible for coordinating training requests including but not limited to reservations for motel, airfare, car, per diem, registrations.
21. Responsible for updating Child Plus and Personal Development Plans with all trainings attended.
22. Participate in Career Development Committee in approving trainings, and training plan.
- ~~Attend all scheduled/required staffings, trainings and meetings.~~
- ~~Oversee staff files wording here~~
23. Responsible for Staff Leave accounts
- 23.24. Responsible for Wellness accounts
- 24.25. Other duties as assigned.

Maintenance / Custodian

Job Description

Supervisor: ~~Program Administrator~~ Fiscal Administrator **Classification:** Non-Exempt

Wage Range: \$12.27 - \$16.02 **Work Hours:** 7:30 a.m. – 1:00 p.m.
2:30 p.m. – 5:00 p.m.

Minimum Qualifications: Must have High School Diploma or GED. Driver's license required. ~~Must have knowledge and experience in sanitation and use of cleaning products chemically. Must be able to perform general maintenance tasks. Prior experience in custodial work is preferred. Able to work flexible hours. Must be able to prioritize work schedule and work independently. Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel. Position is for 40 hours per week, 52 weeks per year.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs. Must have knowledge and experience in sanitation and use of cleaning products and chemicals. Must be able to perform general maintenance tasks. Prior experience in custodial work is preferred. Able to work flexible hours.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.

8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Clean facility at the Pierre location^s. These duties include but are not limited to: dust and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
2. Clean and maintain rural facilities as needed.
3. Clean and sanitize restrooms/bathrooms using established practices and procedures.
4. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
5. Strip, clean, buff and apply floor sealer/wax to hard surface floors, vacuum and shampoo carpets.
6. Use and maintain any power equipment and hand tools; buffers, scrubbers, vacuums, brooms, mops for the cleaning and general maintenance of floors, walls, carpets, furniture, office equipment etc.
7. Wash walls and equipment; use ladders when required.
8. Secure building when facilities are not in use checking for unlocked doors and windows turn off lights.
9. Follow instructions regarding the use of chemicals and supplies. Use as directed. Keep MSD sheets updated and current with products used.
10. Perform cleaning and related activities such as removing snow, rocks and debris from sidewalks around building and on playground, using hand-operated tools or power equipment.
11. Move furniture, equipment, supplies and tools on an incidental basis.
12. Wash accessible interior and exterior windows. Clean blinds and vents.
13. Attend to emergencies when necessary.
14. Safely operate all company vehicles. Do minor maintenance of vehicles such as cleaning, replacing wipers or batteries, etc.
15. ~~During the summer months shall~~ Do routine maintenance work, such as painting, fixing playground equipment, carpentry work.
16. Attend all required meetings and trainings, such as First Aid and CPR, OSHA trainings and use of new products and methods and technique in cleaning.
17. Handle recycling materials.

18. Keep track of cleaning supplies and order when supplies are needed, following the purchase order procedure.
19. Support and enforce all governmental policies, such as One Call, OSHA rules and other safety guidelines.
20. General maintenance of facilities, including but not limited to: electrical, plumbing, carpentry, masonry and lawn care. Repair and maintain sinks, toilets, faucets.
21. Troubleshoot minor repairs such as adjustment of locks on cabinets and doors, hinges, and key slots.
22. Change filter on heating/cooling unit.
23. Call for repair/service work needed, after working with Fiscal Administrator ~~working with Program Administrator or Director~~. Following purchase order procedures.
- ~~24. Attend all scheduled/required staffings, trainings and meetings.~~
- ~~25-24.~~ Snow removal as needed.
- ~~26-25.~~ Perform other duties as assigned.

Nutrition Specialist Job Description

Supervisor: Director

Classification: Exempt

Supervises: Cook, Assistant Cooks
~~Kitchen Assistant~~

Wage Range: \$15.24 - \$20.12

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: Must have a High School diploma or GED and be able to demonstrate nutritional knowledge. ~~Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work extra hours including some evenings and weekends. Some travel required. Driver's license is required. Experience in sanitation, and large quantity food preparation is preferred.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.

10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Work with a Registered Dietitian to develop and maintain a healthy and well-balanced nutritional menu that is multi-cultural, meets USDA requirements, and Head Start Standards.
2. Distribute monthly menus to staff and parents.
3. Monitor ~~the effectiveness of the~~ menus to ensure that the special nutritional needs of each child ~~are~~ being met.
4. Monitor and ensure that each child/pregnant woman receives nutritional screenings and provide appropriate follow-up with parents and professionals for identified needs.
5. Provide high quality nutritional information for the parents so they can better meet the nutritional needs of their family at home.
6. Monitor that appropriate adjustments/documentation are made to meet special nutritional needs of enrolled children/pregnant women.
7. Develop monthly Home Base menus to ensure they meet Child and Adult Nutrition requirements.
8. Visit each site three times per school year to inspect and monitor in accordance with the Child Adult Nutrition Standards.
9. Active member of the Health Services Advisory Committee.
10. Administer and monitor the USDA/CANS Food Program for the Head Start/Early Head Start program, including the development of appropriate contracts/applications.
11. Tally child and adult nutrition attendance information monthly and gives to Fiscal Administrator to prepare final report.
12. Assess and provide for nutrition related training needs of Head Start/Early Head Start staff, parents and children in collaboration with other specialists.
13. Record and monitor the heights and weights of all enrolled children.
14. Provide technical support and training to ensure integration of positive nutritional experiences in the Head Start/Early Head Start program.
15. Communicate with parents regarding child/family nutritional needs and the use of community resources.
16. Assist the administration in developing the budget for the nutrition area.
17. Monitor service area to ensure systems are implemented as planned and regulations are met.
- ~~18.~~ 18. Attend all scheduled/required staffings, trainings and meetings.
- ~~19.~~ 18. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and completes employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Delegate appropriate levels of authority.
5. Monitor staffing and scheduling for employees they supervise.
- ~~6. Provide education opportunities for employees they supervise.~~
- ~~7.6.~~ 6.6. Oversee and monitor work processes of those employees for which they supervise.
- ~~8.7.~~ 7.7. Will provide reflective supervision with staff they supervise at least once a year.
- ~~9.8.~~ 8.8. Responsible for professional development of staff he/she supervises.

Program Administrator
Job Description

Supervisor: Director

Classification: Exempt

Supervises: ~~Education Manager~~ Education Specialist
\$27.52 - \$28.73

Wage Range:

~~Maintenance/Custodians~~

Teachers / Teacher Assistants A

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: Must have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience. ~~Two years of management and supervisory skills/experience preferred. Computer knowledge and strong organizational skills required. Have strong writing skills necessary for the preparation of grants. Must be able to advocate for low income families and those with special needs within the community. Must be willing to work extra hours including some evenings and weekends. Some travel required.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.

12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

- ~~1. Acquire a working knowledge of the Federal Head Start Performance Standards and the Program Service Area Plans. Apply both the Performance Standards and the Service Area Plans during every day work functions. Monitor the education area to ensure all Performance standards and agency policies are being implemented.~~
- ~~4.2.~~ Provide guidance, training, and oversight to specialists, home visitors, and teachers in designing developmentally appropriate socialization, classroom and home-based teaching materials and environments.
- ~~2.3.~~ Assist with monitoring the program service area plans to ensure they are updated, approved and implemented.
- ~~3.4.~~ Work with ~~Education Manager to develop plans for home visitors, teachers, and other Human Resources to help teacher assistants~~ staff to obtain a CDA asif needed, an AA degree or a BA degree in Early Childhood Education.
- ~~4. Work with Specialists on family partnership education.~~
5. Ensure and monitor the implementation of all component areas into the curriculum, for children 3-5 in the classroom.
6. Assist staff in developing a system which offers parents opportunities for enhancing their skills as first educator of their children through the use of home learning activities, family nights, planning educational activities and providing opportunities to volunteer, attend training, etc.
7. Assist in the development of policies and operating procedures based on all federal and state statutes, regulations, transmittal notices and memorandums pertaining to Head Start in coordination with the Director.
8. Assist with preparation of grant application.
9. Monitoring staff members when making and documenting Child Abuse and Neglect reports. Responsible for oversight and coordination with Child Protective Service Agencies.
- ~~10. Monitor maintenance of buildings where program services are provided.~~
- ~~14.10.~~ Assume responsibility with the Director for completion and monitoring of all necessary reports, training and contracting agencies.
- ~~14.2.11.~~ Assist in ensuring that all components of Head Start and Early Head Start are carried out, ~~and the Education Manager is carrying out his/her duties according to performance standards.~~
- ~~14.3.12.~~ Coordinate schedule with Director to be available to engage and establish relationships with parents at parent meetings, socials, and other events or activities.
- ~~14.4.13.~~ Review and approve time sheets.
- ~~15. Complete vehicle reports, track oil changes and other vehicle data.~~
- ~~16. Responsible for vehicle replacement and repair for both the Early Head Start and Head Start programs.~~
- ~~14.7.14.~~ Encourage and promote families achievement of self-sufficiency.
- ~~14.8.15.~~ Develop, facilitate, and schedule a system for teachers, home visitors, and Specialists to participate in the staffing of all children enrolled in the program.

- ~~19.16.~~ Serve as a liaison between families, teachers, family advocates and staff to bring about integration of services.
- ~~20.17.~~ Recruit, select, and train staff in coordination with the Director.
- ~~21.18.~~ Create and maintain a volunteer and sub list of parents available for classroom assistance and activities.
- ~~22.~~ Responsible for devising a system to recruit and maintain substitute list for the classrooms and use-
- ~~23.19.~~ Use the classroom substitute- list to provide needed coverage.
- ~~24.20.~~ Purchase and oversee the inventory of materials for caseload.
- ~~25.21.~~ Review classroom lesson plans and ensure age appropriateness, and individualization, and curriculum fidelity-
- ~~26.22.~~ Ensure and monitor Child Plus data for component area is correct and current. Serve as a backup for encoding component area information data into tracking system for component area.
- ~~27.23.~~ Responsible for observing and assessing classroom experience for developmental appropriateness.
- ~~28.24.~~ Monitor all classroom practices.
- ~~29.25.~~ Monitor child assessments, including child assessment data entry and outcome reports.
- ~~30.26.~~ Ensure the implementation of all applicable Head Start Standards. Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, approaches to learning and physical health and development.
- ~~31.27.~~ Facilitate team meetings.
- ~~32.28.~~ Negotiate contracts and leases in coordination with the Director.
- ~~33.29.~~ Review and analyze program information for PIR, data tracking system, self-assessment, Teaching Strategies GOLD, Community Assessment, monthly report, parent surveys to develop and determine program goals and objectives.
- ~~34.~~ Monitor inspection of facilities for health, safety, and fire violations and take necessary corrective actions. Ensure compliance with all safety regulations.
- ~~35.30.~~ Monitor and assist in the ordering of supplies, materials and equipment.
- ~~36.31.~~ Responsible for revising forms for program services, as needed
- ~~37.~~ Confer with parents regarding facility activities, policies, and enrollment procedures.
- ~~38.32.~~ Revise and update parent handbook annually.
- ~~39.33.~~ Responsible for the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) service area plan, ERSEA policies, and overall ERSEA implementation.
- ~~40.34.~~ Gather and compile child outcome scores to make sure progress is being shown in all areas.
- ~~41.~~ Responsible for monitoring School Readiness plan.
- ~~42.35.~~ Oversee Child Plus data tracking system to ensure data is coded for PIR.
- ~~43.36.~~ Gather, compile, and analyze CLASS scores to impact program planning.
- ~~44.37.~~ Certified in CLASS and serves as an backup-observer.
- ~~38.~~ Serve on Lead the Curriculum Committee to review, analyze, and track progress related to school readiness plan.
- ~~45.39.~~ Serve as the lead for the School Readiness Plan, data and training regarding the Plan.
- ~~46.40.~~ Analyze data to lead educational services, to guide the curriculum, and work towards continuous program improvement.

- 47.41. Coordinate and approve training, training plans, and training arrangements in coordination with Career Development Committee.
- 48.42. Attend community, state and national meetings.
- 49.43. Develop a system for a provision of case management and referrals for seamless services to Head Start and Early Head Start families in cooperation with other services throughout the community.
- 50.44. Visit centers periodically to maintain a communication flow between centers, home base and central office and to monitor services.
- 51.45. Coordinate day to day operations with staff to ensure staff, families, and children needs are being met.
- 52.46. Attend Oahe Child Development Center Board of Director meetings and, Policy Council meetings.
- 53.47. Attend State Head Start Association meetings in the absence of the Director.
- 54.48. Work closely with Director to maintain a consistent flow of services in the program.
- 55.49. Monitor education service area to ensure systems are implemented as planned and regulations are met.
- 56.50. ~~Attend all scheduled/required staffings, trainings and meetings.~~
- 57.51. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and completes employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Delegate appropriate levels of authority.
5. Monitor staffing and scheduling for employees they supervise.
6. ~~Provide education opportunities for employees they supervise.~~
- 7.6. Oversee and monitor work processes of those employees for which they supervise.
- 8.7. Will provide reflective supervision with staff they supervise at least once a year.
- 9.8. Responsible for professional development of staff he/she supervises.

Secretary/Receptionist Job Description

Supervisor: Director

Classification: Non-Exempt

Wage Range: \$11.29 - \$13.59

Work Hours: 7:45am – 3:45pm

Minimum Qualifications: Must have High School Diploma or GED. ~~Must have two years experience in office work or Vocational Technical training or college classes in secretarial, accounting, and computer courses. Good skills in typing, spelling and grammar required. Must have knowledge and skills in computers, word processing and databases. Some knowledge of bookkeeping and calculator use is desirable. Must have ability to communicate effectively with the general public both on the phone and in person. Must have good verbal and written communication skills. Must be able to advocate for low-income families and those with special needs within the community. Must be willing to work some evenings and to travel.~~

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.

12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Perform clerical duties for the Executive Management, i.e. typing, filing, etc. as requested.
2. Answer phone calls, direct phone calls to appropriate staff and take messages.
3. Responsible for upkeep of office supplies and give lists of supplies needed to HR for ordering. ~~Orders supplies online or locally with permission from HR.~~
4. Keep receptionist area and file room clean and orderly.
5. Keep copier filled with paper and forms' folders restocked.
- ~~6. Perform miscellaneous office duties as assigned by the Director.~~
- ~~7-6.~~ Type up agendas as needed.
- ~~8-7.~~ Copy Board and Policy Council packets and c~~Call~~ Board and Policy Council members for attendance count ~~for~~ meetings.
- ~~9-8.~~ Work with Director to keep the Board and Policy Council correspondence, agendas and addresses up to date.
- ~~10-9.~~ Assist HR/Fiscal on as needed basis.
- ~~11-10.~~ Assists Director in ensuring Agreement Book is updated
- ~~12-11.~~ Maintain in/out board.
- ~~13-12.~~ Assist staff with the drop off and pick up of children.
- ~~14-13.~~ Responsible for ensuring safety of child by checking identification of children and families.
- ~~15. Daily collection and follow up of attendance sheets.~~
- ~~14. Monitor and e~~Encode Inkind.
- ~~15. Recruit, implement, T~~train, and monitor parent volunteers for program activities such as eating in the classroom.
- ~~16. Responsible for posting events on building sign.~~
- ~~17-16.~~ Responsible for monthly hallway calendar
- ~~18-17.~~ ~~Attend all scheduled/required staffings, trainings and meetings.~~
- ~~19-18.~~ Other Duties as assigned.

Teachers Assistant A

Job Description

Supervisor: Teacher-Program Administrator

Classification: Non-Exempt

Wage Range: \$10.40 - \$15.19

Work Hours: 7:45 a.m. – 3:45 p.m.

Minimum Qualifications: A minimum of a GED or High School Diploma. CDA Credential is required or needs to be obtained within the first of year of employment. ~~Some experience working with young children and families preferred. Must be able to complete responsibilities of the position as directed by Supervisor. Must be able to advocate for low income families and those with special needs within the community. Must be willing to work some evenings and to travel. Should have a general knowledge of what developmentally appropriate practice is.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.

10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities

1. Assist teachers in instruction and supervision of children.
2. Assist teachers with developmentally appropriate curriculum, and assessment (i.e., assist with preparation of activities and classroom set up, etc).
3. Assist teachers with pParent engagement (i.e. make inkind sheets to send home, attend and assist with parent meetings, etc.)
4. Follow meal service guidelines.
5. Promote dental hygiene according to procedure.
6. Assist in meeting goals of screenings, referrals, follow-up and ongoing care.
7. Assist with observation and information gathered for outcomes and individualization.
8. ~~Available to assist in the event of staff absences or fill teacher role~~ Will be available to cover in all ~~in the~~ classrooms to and to assist all teachers where needed or when a staff member is absent or extra help is needed.
9. Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent on a particular day.
10. Assist in the implementation of all applicable Head Start Standards ~~(1304-1308).~~ Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.
11. Assist with classroom maintenance (i.e. equipment, cleaning, storage, etc).
12. ~~Demonstrate classroom management skills that are developmentally appropriate (i.e. discipline techniques, etc).~~ Will use developmentally appropriate classroom management skills.
13. Attend all scheduled/required staffings, trainings and meetings.
14. Other duties as assigned.

Disabilities/Transition Teacher Assistant

Job Description

Supervisor: Disabilities Transition Specialist **Classification:** Non-Exempt

Wage Range: \$10.40-\$15.19 **Work Hours:** 7:45am – 3:45pm

Minimum Qualifications: A minimum of a GED or High School Diploma. CDA Credential is required or needs to be obtained within the first of year of employment. ~~Some experience working with young children and families preferred. Skills in written and verbal communication are necessary. Must be able to complete responsibilities of the position as directed by Supervisor. Must be able to advocate for low income families and those with special needs within the community. Must be willing to work some evenings and to travel. Should have a general knowledge of what developmentally appropriate practice is.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.

10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Assist in purchase and upkeep of developmentally appropriate adaptive materials, supplies and general equipment.
2. Assist with developmental screenings.
3. Assist in meeting goals of screenings, referrals, and follow-up care by providing enrichment activities to children.
4. Assist with implementation of transition plans.
5. Assist in preparing transition materials.
6. Work with Transition/Disabilities Specialist, Teachers and Home Visitors to meet the needs of children with disabilities and children who need enrichment, using developmentally appropriate practices-
- 6-7. Will use developmentally appropriate classroom management skills (i.e. Conscious Discipline).
- 7-8. Work with the Transition/Disabilities Specialist to ensure attendance at IEP/IFSP meetings.
- 8-9. Collect information for special needs transitions, observations and individualization.
- 9-10. Available to assist in classroom in the event of staff absence or if assistance is needed.
- ~~10. Attend all scheduled/required staffings, trainings and meetings~~
11. All other duties as assigned.

Teacher
Job Description

~~(Family Case Worker – half day teachers only)~~

~~Job Description~~

Supervisor: Program Administrator

Classification: Non-Exempt

Supervises: ~~Teacher Assistants~~

Work Hours: F/T 7:30am – 3:30pm

P/T AM 7:30am – 12:30pm

Wage Range: \$24.65 - \$26.10

P/T PM 11:00am – 4:00pm

Minimum Qualifications: Must have a bachelor's in early childhood education or related field. If degree is in a related field, must have a CDA or equivalent to an Early Childhood Endorsement. ~~Knowledge and skills in communication and human relations required. Prior experience working with young children and families is preferred. Some evenings and travel required. Must be able to be an advocate for low income families and those with special needs within the community.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.

8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).
9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities:

1. Plan and implement curriculum with fidelity using developmentally appropriate curriculum in classroom, utilizing appropriate indoor/outdoor toys and materials.
- ~~2. Demonstrate classroom management skills that are developmentally appropriate (i.e. discipline techniques, etc). Will use developmentally appropriate classroom management skills (i.e. Conscious Discipline).~~
- ~~2. Must obtain and remain certified in Teaching Strategies GOLD Interrater Reliability~~
3. Must obtain and remain certified in Teaching Strategies GOLD Interrater Reliability.
4. Integrate all program components into the curriculum i.e. education, nutrition, transition, health and hygiene, mental health i.e.
- ~~5. Complete Family Partnership Agreements with each family according to time lines. (Only for half day teachers).~~
- ~~6. Follow up on FPA goals. (Only for half day teachers).~~
- ~~7. Make families aware of resources, assists in accessing appropriate agencies and provides transportation as needed.~~
- ~~8.5. Identify and assist the children and families in meeting Individual Child Plans (ICP) to meet the educational needs goals and needs of each child.~~
- ~~9.6. Conduct two (2) home visits and two (2) conferences during each program year.~~
- ~~10.7. Complete documentation and reports according to procedure and timelines – (i.e. outcomes, lesson plans, Inkind, individualization, etc).~~
- ~~11.8. Follow meal service guidelines.~~
- ~~12.9. Assist the Specialists in meeting goals of screenings, referrals, follow-up and on-going care.~~
- ~~13.10. Promote pParent engagement by encouraging parents to participate in parent/child activities (i.e. parent meetings, volunteering in classrooms, completing Inkind sent home, etc.).~~
- ~~14.11. Work with community volunteers giving them direction and assistance, including High School and Nursing School volunteers.~~
- ~~15. Attend all scheduled/required staffings, trainings and meetings~~

- ~~16-12.~~ Responsible for implementation of all applicable Head Start Standards ~~(1304-1308).~~ Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.
- ~~17-13.~~ Administer and participates in screenings as needed.
- ~~18-14.~~ Provide feedback to families in regard to ongoing assessments of enrolled child.
15. Responsible for classroom maintenance (i.e. equipment, cleaning, storage, etc.).
16. Responsible for training teacher assistants in individual classroom routines and duties.
- ~~19-17.~~ Responsible for giving input to Program Administrator regarding teacher assistant performance.
- ~~20.~~ Conduct home visits — jointly planned with the parents as well as linked to the developmental level of the child and to parental goals for the child.
- ~~21-18.~~ Demonstrate ability to set limits to maintain professional boundaries.
- ~~22-19.~~ Other duties as assigned.

Supervisory Duties:

- ~~1. — Supervise employee performance and progress and completes employee evaluations according to procedure and timelines.~~
- ~~2. — Interview, discipline, and make recommendations for hiring and termination.~~
- ~~3. — Delegate appropriate levels of authority.~~
- ~~4. — Oversee and monitor work processes of those employees for which they supervise.~~
- ~~5. — Will provide reflective supervision with staff they supervise at least once a year.~~
- ~~6. — Responsible for professional development of staff he/she supervises.~~

Teachers Assistant B

Job Description

Supervisor: ~~Teacher Program Administrator~~ Education Specialist

Classification: Non-Exempt

Wage Range: \$10.40 - \$15.19

Work Hours: 9:30 a.m. – 5:30 p.m.
(3:00 p.m.-5:30 p.m.-afterschool program)

Minimum Qualifications: A minimum of a GED or High School Diploma. CDA Credential is required or needs to be obtained within the first of year of employment. ~~Some experience working with young children and families preferred. Skills in written and verbal communication are necessary. Must be able to complete responsibilities of the position as directed by Supervisor. Must be able to advocate for low income families and those with special needs within the community. Must be willing to work some evenings and to travel. Should have a general knowledge of what developmentally appropriate practice is.~~ Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB Test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills.
6. Able to work and relate to others easily.

General Duties:

1. Supports the budget and adheres to budget constraints.
2. Demonstrates knowledge of and adheres to all Policies and Procedures.
3. Demonstrates knowledge of and follows Federal Performance Standards and implements service area plans related to position.
4. Demonstrates proper use of supplies and equipment and assists in the maintenance of Oahe Child Development Center grounds and facilities.
5. Assists with the Community Assessment Process as needed.
6. Participates in annual self-assessment.
7. Supports OCDC Policies and Procedures in the community, regionally and state when speaking about program mission, goals, and philosophy.
8. Completes all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, Professional Development Plan, etc).

9. Attends CPR and First Aid training annually. Must obtain certification in CPR and First Aid upon expiration date. Utilizes this training as needed in order to provide services to children and families enrolled in the program.
10. Will participate in reflective supervision session(s) with their supervisor.
11. Adheres to organizational standards.
12. Contributes to school readiness and program goals by implementing primary responsibilities listed below.
13. Attend and participate in staff meetings and trainings as requested.
14. Follow active supervision guidelines.

Primary Responsibilities

1. Assist teachers in instruction and supervision of children.
2. Assist teachers with developmentally appropriate curriculum, and assessment (i.e., assist with preparation of activities and classroom set up, etc).
3. Assist teachers with pParent engagement (i.e. make inkind sheets to send home, attend and assist with parent meetings, etc.)
4. Follow meal service guidelines.
5. Promote dental hygiene according to procedure.
6. Assist in meeting goals of screenings, referrals, follow-up and ongoing care.
7. Assist with observation and information gathered for outcomes and individualization.
- ~~8.~~ Available to assist in the event of staff absences or fill teacher role. Will cover in the classroom to assist where needed or when a staff member is absent or extra help is needed. Will be available to cover in all in the classrooms to and to assist all teachers where needed or when a staff member is absent or extra help is needed.
- ~~9.~~
- ~~10-8.~~ Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent on a particular day.
- ~~11-9.~~ Assist in the implementation of all applicable Head Start Standards ~~(1304-1308).~~ Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.
- ~~12-10.~~ Assist with classroom maintenance (i.e. equipment, cleaning, storage, etc).
- ~~13-11.~~ Demonstrate classroom management skills that are developmentally appropriate (i.e. discipline techniques, etc). Will use developmentally appropriate classroom management skills (i.e. Conscious Discipline).
- ~~14.~~ Attend all scheduled/required staffings, trainings and meetings.
- ~~12.~~ Plan, prepare and implement age appropriate activities for the after school program.
- ~~15-13.~~ Other duties as assigned.