Capital Area Community Services, Inc.

**Job Description**

**Title:** Partner Specialist **Department:** Administration

**Reports To:** Associate Director **FLSA:**  Exempt

**Supervises:** Education Supervisors **Updated:**  3/1/2023

**Job Summary**

Recruits, develops and maintains childcare partnerships between CACS Early Childhood Programs, and community partners. Oversite of assigned staff and classrooms to ensure that CACS and Head Start Performance Standards, State of Michigan Standards of Quality, and Child Care Licensing Regulations are adhered to daily. Assists in hiring, orienting, and training of assigned staff. Conducts periodic observations to provide support and feedback.

This position requires extensive and frequent travel throughout the 4 county service area.

**Qualifications**

**Education:**

Bachelor’s degree in Early Childhood Education, Human Services, or related field

**Experience:**

Two to five years of related and progressively more responsible experience in classroom or home-based teaching. Supervisory experience in the area of Early Childhood is preferred.

**Position Duties/Responsibilities**

Recruit, develop, and maintain chil care partnerships with a variety of school districts and child care providers through ongoing monitoring and communication

Determine children to be served and establishes rate for contractual agreements

Verify and approve payments to partners

Monitor and review enrollment and attendance for child care partnerships

Provide supervision and mentorship to assigned supervisors

Develop procedures and systems for support regarding partner monitoring and development

Provide input related to policies and procedures for the program

Provide ongoing professional development to partners

Conduct classroom observations to provide feedback on appropriate delivery of Head Start services

Monitor and mentor staff relationships with parents, children, team members, and other program staff

Ensure sites are operated in a safe, clean manner in accordance with licensing regulations, CACS, and Head Start Performance Standards

Collect data points and share information with the administrative team, supervisor, and/or support staff regarding areas of success, concern and those which may have an impact on the program

Assist in planning, supporting, and executing parent and family events or trainings

Monitor the implementation of education services and guide teaching staff in child development best practices

Monitor and ensure health, safety, and emergency preparedness at the designated site(s)

Monitor classroom rating tools, review with staff, and provide support

Assist Education Manager and Curriculum Specialist with program planning

Participate in hiring, orienting, training, and evaluating staff

Train, plan, and conduct staff meetings, staff trainings, special projects, and events as requested

Assist and mentor teachers in effective classroom management and lesson planning

Represent CACS Head Start and Early Childhood Programs to the community

**Duties/Responsibilities of all Head Start Staff**

Follow all Head Start Performance Standards, Michigan Child Care Licensing Regulations, and all other federal, state, and local regulations.

Adhere to CACS Personnel Policies and Procedures and Mission Statement

Communicate clearly and accurately when writing and speaking. Maintain professional confidentiality.

Share information with the administrative team, supervisor, and/or support staff regarding areas of success and/or concern.

Participate in meetings to provide input regarding special and to assist in developing plans to meet those needs.

Attend all required meetings, conferences, trainings, etc.

Participate in Program Quality Assurance and Self-Assessment efforts.

Work openly and cooperatively in a team effort approach. Work at any site with any staff. Contribute ideas and efforts towards common goals. Help build and maintain positive attitude, trust, and team spirit.

**Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

Always interact with children in an appropriate and safe manner.

Follow universal safety precautions

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*The above describes the general nature and level of work performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such person. Other duties may be assigned.*

*Must satisfactorily pass federal criminal history check with fingerprinting, physical exam and TB assessment, and drug screen at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures.*

*Capital Area Community Services, Inc. is an Equal Opportunity Employer. We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*