



**JOB DESCRIPTION**

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| <b><u>TITLE:</u></b>           | Early Education Family & Community Manager |
| <b><u>CATEGORY/DEPT:</u></b>   | Early Education                            |
| <b><u>REPORTS TO:</u></b>      | Early Education Director                   |
| <b><u>REPORTING STAFF:</u></b> | Yes  |
| <b><u>STATUS:</u></b>          | Exempt                                     |

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**AGENCY OVERVIEW:**

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

**JOB SUMMARY:**

The Early Education Family & Community (EEFC) Manager is responsible for maintaining full enrollment, establishing a viable waitlist for programs and supporting Family Service Associates (FAS) with enrollment. The EEFC Manager collects attendance data, including include home visits, center attendance and, in collaboration with FCCHEN Program Manager, EHS-CCP family child care attendance, and additional reports regularly to Early Education Director. This role will primarily provide support to families and staff who support families, supervise Family Service Associates, and will ensure full compliance with Head Start Program Performance Standards, California state licensing regulations (as necessary), Child and Adult Care Food Program (CACFP), and Council on Accreditation (COA) best practice standards.

**ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At enrollment time- final reviewer of children’s and pregnant mothers’ files to ensure compliance with Early Head Start requirements and if needed California Department of Education (CDE) requirements.
- Ongoing monitoring of data gathering system Child Plus and hard copy documentation to ensure consistency of information in child files
- Perform administration level functions in planning and implementing program objectives and requirements
- Understand, interpret and implement Head Start Program Performance Standards, state and agency rules and regulations.
- In coordination with the Early Education Director and/or the COO or CEO, monitor related contractual agreements to assure they are properly executed and updated on a timely basis
- Monitor and maintain an information and communication system to ensure the sharing and distribution of information among all staff and parents
- Coordinate and attend meetings of the Parent Committee and Policy Council providing reports and other information
- Review and complete various reports, other information and documents related to the Program Management
- Provide direct supervision to Family Service Associates, ensuring EHS Eligibility -Recruitment- Selection- Enrollment and Attendance (ERSEA), Family Engagement, Transition Services, and services for enrolled pregnant women are in compliance of the Head Start Program Performance Standards
- Ensure the program consistently has a waiting list that reflects the need for EHS services our Early Education department



- Support team in aggregation and interpretation of Child Plus Data, to report program development throughout the year during Program Information Report (PIR) process
- Lead annual Self-Assessment process and program Quality Improvement Plan with direction from Early Education Director
- Support the development of grant applications and reapplications
- Monthly reporting on attendance, recruitment, enrollment, and family services to the Early Education Director
- Monitor and manage enrollment slots to ensure at least 10% are reserved for children with disabilities in Part C and no more than 10% are over-income.
- Ensure the center program meets all timeframes for full enrollment and full enrollment is maintained throughout the year.
- Identify individual children with absence patterns that put them at risk of missing 10% of program days and work with FSA to develop strategies to improve individual attendance. Submit in monthly reporting to Early Education Director.
- If monthly Center/FCC average daily attendance falls below 85% analyze causes and work with FSA to development of an improvement plan. Submit plan with monthly reports to Early Education Director
- Ensure facilitation and arrangements for parent meetings & parent training with the support of Early Education Manager
- Ensure Early Head Start Parent -Family and Community Engagement Framework is in place; track and monitor of Family and Community Engagement Goals outlined in EHS grant applications
- Follow activities as outlined in Early Head Start Service Plan and policies and procedures
- Maintain annual budget for supplies and materials related to your service area
- Perform other relevant responsibilities as required by the program
- Model the Standard of Conduct Policy when interacting with parents, community members and colleagues
- Attend meeting, training, and seminars as needed to continue professional and personal development
- Ensure safety is a priority in performing all job responsibilities
- Other administrative (PDM and monitoring) duties as assigned by the Early Education Director and/or the COO or CEO
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

#### **QUALIFICATIONS & EDUCATION:**

- Bachelor's Degree in social work, human services family services, counseling or related field or Bachelor's Degree with a certificate or credential in social work, human services, family services or counseling and least 2 years' management and administrative experience
- 3-5 years' experience-working in Early Education field. Head Start/Early Start experience a plus but not required
- Knowledge of data analysis and reporting procedures
- Strong verbal and written communications skills
- Demonstrated effective leadership and management skills
- Ability to determine and prioritize workload
- Ability to manage budgets, use appropriate decision for expenditure and understand expense reports; substantial decision-making ability related to allocation of resources to program contents
- Significant problem-solving skills to ensure program and management system congruence
- Application of the principals of program management services and team leadership to work place situations and processes
- Knowledgeable of program, finance and human resource management in a non-profit organization
- Strong computer literacy skills (Word processing, database and spreadsheets, Internet and e-mail use required)
- Must be responsible and able to handle confidential information, organize effectively, and work independently
- Bilingual in English and Spanish, a plus but not required
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class "C" driver's license, proof of insurance and access to reliable transportation required



**BECOME AN ALLY TODAY!**

**FOR CONSIDERATION:**

- Send cover letter and resume to [hr@alliesforeverychild.org](mailto:hr@alliesforeverychild.org)

***Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.***

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*