

**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Monitoring and Compliance Coordinator

COMPONENT: Early Head Start

SALARY RANGE: \$31,200 - \$33,280/Annually

CLASSIFICATION: Exempt/Administrative

DEFINITION AND PURPOSE:

The Monitoring and Compliance Coordinator is responsible for ensuring that all service areas of the TAP Head Start program is in compliance with all relevant standards, including Virginia Minimum Standards of Licensed Child Day Programs and Head Start Performance Standards. This includes monitoring ongoing compliance, checking for documentation of compliance, communicating with staff regarding renewal of licenses and arranging training to ensure that staff is familiar with relevant standards.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Supervisor Of Early Head Start

Supervises: No one

Coordinates with: All Service Area Supervisors, Coordinators, Managers, Financial Manager, Family Development Staff, Health Services Staff, Education Staff, Early Head Start Staff, Local, State and Federal standard setting bodies.

RESPONSIBILITIES:

- 1) **Develops and maintains knowledge and understanding of all standards that govern TAP Head Start and Early Head Start**
 - a) Creates and maintains a library of all current standard, including (but not limited to) Virginia Minimum Standards for Licensed Child Day Programs, Head Start Performance Standards and USDA standards.
 - b) Attends training related to standards and required monitoring as appropriate.

- 2) Keeps a calendar of all renewal dates for licenses, inspections, accreditation, Head Start Performance Information Reviews and other required documents.**
 - a) Reminds responsible staff of renewal deadlines and contacts required officials when needed in reference to deadlines.
 - b) Works with responsible staff to complete all forms required for renewals and reporting requirements.
 - c) Maintains a file of current forms for renewal of all licenses, accreditation and monitoring activities.
- 3) Works with all service area supervisors and coordinators to ensure documentation of compliance with all standards is current and accessible.**
 - a) Reviews service area files for compliance in all areas and provides reports to the appropriate service area supervisor.
 - b) Develops a notebook system to monitor all meeting agendas, minutes and sign-ins.
 - c) Keeps copies of minutes of required meetings including, sign-in sheets and agendas.
 - d) As results of inspections assist service area supervisors, coordinators and/or managers create plans for correcting non-compliance issues as identified.
 - e) Monitors timelines for correction of non-compliance issues to ensure correction and documentation of corrections take place within the required time frames.
- 4) Makes periodic monitoring visits to all programs to ensure ongoing compliance with all standards.**
 - a) Designs forms to be used to monitor all areas of the program.
 - b) Develops an annual calendar of monitoring events for all program areas.
 - c) Monitors facilities for compliance with health and safety standards.
 - d) Check all family services/health files and education files/portfolios including on-line records.
 - e) Recheck records when deficiencies are found.
 - f) Meets with the appropriate staff and supervisor to report findings.
 - g) Prepares a written report to be shared with the Service Area Supervisor and the Head Start Director following each monitoring visit.
- 5) Monitors and assists staffs in the CDA process and ensures that all staff remains in compliance with Head Start Performance Standards including staff that are not required to have a CDA.**
 - a) Reviews and updates staff progress on completing the CDA process.
 - b) Reviews CDA Professional Portfolios and works with staff to complete the required corrections.

- c) Assists staff in completing the CDA process including creating on-line accounts, applications, representative visits, scheduling exams and obtaining required documentation.
- d) Ensure that staff have professional development plans.
- 6) Participates in required meetings and provides training to staff.**
 - a) Attends required meetings as assigned by the service area supervisors or the Head Start Director.
 - b) Provide trainings as assigned by the service area supervisors or the Head Start Director.
- 7) Monitors financial invoices from partnerships.**
 - a) Audits invoices to ensure compliance.
 - b) Reviewed and submits documentation with invoices for payment.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of child development and best practices in the field of early childhood education.
- Ability to operate in a self-directed manner, seeking information and assistance as needed to complete assigned tasks.
- Ability to plan and prioritize tasks in order to meet deadlines.
- Working knowledge of reflective supervision techniques with adults.
- Demonstrates interpersonal skills with staff and parents.
- Demonstrates oral and written communication skills.

TRAINING, EDUCATION AND EXPERIENCE:

- Must have a Bachelor's degree in Early Childhood Education or related field.
- Must have at least 3-5 years supervisory experience.
- Working knowledge of child care licensing and accreditation standards.
- Experience with or familiarity with Head Start Performance Standards.
- Demonstrated ability to communicate both orally and in writing with staff, parents and community.

SPECIAL REQUIREMENTS:

- Must have a valid VA driver's license and reliable transportation.
- Must be able to travel out of town and overnight for occasional training and conferences.
- Must pass a drug screen. Some positions require a positive and complete background screening including: criminal, sex offender and child protective services.

- Physical activity of this position – climbing; ascending and descending of ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching, and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions worker subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilingual Individuals Encouraged to Apply

Job Title: Monitoring and Compliance Coordinator
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