Job Title  Board of Directors

JOB SUMMARY

The principal representative and policy making body of the Corporation shall be the Board of Directors. The Board of Directors shall possess the fiduciary responsibilities of the Corporation.

DUTIES AND RESPONSIBILITIES:

1. To do all things appropriate to manage the affairs of the Corporation consistent with the by-laws.

2. To adopt such necessary or appropriate By-laws for the government of the Corporation as may be consistent with the Articles of Incorporation, and designed to carry out the objectives and purposes of the Corporation; and to submit them to the members of the board for adoption by majority rule.

3. To employ a Chief Executive Officer who will manage the day-to-day operation of the Corporation. The Board of Directors will supervise the Chief Executive Officer, perform an annual evaluation of performance and compensation; and dismiss, if necessary. The Board of Directors shall specify in the Personnel Policies the process of selection and hiring, firing, and disciplining of personnel, and to establish grievance procedures to handle these matters.

4. To exercise reasonable care in the handling of funds of the Corporation and to carry out responsibilities to the government.

5. To make a list of the membership available for inspection, or copying on demand, at a reasonable time and place.

6. To assume, and be charged with, the responsibility of doing all things required by law and of complying with all the provisions of Federal and Arkansas Acts under which funding is received and programs are carried out. They shall be responsible for securing the maximum feasible participation of the residents of the areas in which programs will be carried out, and members of groups that the programs will serve at all stages in development, conduct and administrations of all such programs.

7. To determine, subject to regulation of funding sources, policies, major personnel, organization, fiscal and program policies.

8. To determine overall program plans and priorities, including provisions for evaluating progress against performance

9. To make final approval of all program proposals and budgets.

10. To enforce compliance with all conditions of grants.
Job Title: Chief Executive Officer
Reports To: Board of Directors
Supervise: Chief Financial Officer, Chief Operating Officer, Child Development Director, Community Services Director, Contractors & Consultants
Status: Regular, Full-Time, Exempt

Job Summary

Responsible for the overall management of Ozark Opportunities, Inc.; assist the Chairperson of the Board and the Board of Directors in fulfilling their governance function; and provide overall leadership for organizational vision and development.

Duties and Responsibilities

1. Manage programs of the agency to ensure timely awards, reporting, fiscal integrity and in accordance with polices established by the Board of Directors

2. Serve as spokesperson for the agency and in so doing, establish and maintain working relationships with all elements of the community to further their understanding of the agency’s activities and objectives

3. Work closely with the Board and its committees to recruit, develop and maintain a strong and balanced board of directors

4. Make regular reports to the Board of Directors; prepare and recommend budget to the Board of Directors, recommend program priorities

5. Responsible for the hiring, evaluation and, if necessary, firing of all subordinate staff; Give supervision to professional staff when necessary

6. Promote a cooperative work environment that fosters learning

7. Provide for evaluation of agency activities; identify strengths and weakness in existing systems and work processes; lead agency management staff in creating and implementing strategies for improvement

8. Assist in mobilization of community resources in support of programs

9. Sign checks for disbursement

10. Perform other duties as may be required
Job Title: Chief Executive Officer

Qualifications

Bachelor Degree in public or business administration, social science or education is required. Must have at least 5 years experience in administering social service programs. Must have a valid driver’s license. Must apply for, and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check.

Physical Demands

Frequent driving within the 6 county service area, occasional driving to out-of-area functions, stressful work environment

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration, frequent problem solving and conflict resolution
Ozark Opportunities, Inc.          Job Description          June 2017

Job Title  Chief Financial Officer
Reports To  Chief Executive Officer
Supervise  Finance Supervisor
Status  Regular, Full-Time, Exempt

Job Summary:

Responsible for all grantee financial operations. This includes compliance with Federal Information Memorandums, and all funding source regulations, and federal and state laws. Provides both operational and programmatic support to the organization. Assists in performing all tasks necessary to achieve the organization's mission.

Duties and Responsibilities:

1. Responsible for Agency meeting all statutory, regulatory and other financial requirements.

2. Maintain current knowledge of OMB Circulars — particularly 2 CFR 215 (A-110); 2 CFR 230 (A-122) and A-133 and OMB “Super Circular”

3. Establish or approve all accounting systems.

4. Procure and oversee all required audits including submission of reports

5. Develop and maintain systems of internal controls to safeguard financial assets of the Agency and oversee federal awards and programs. Oversee the coordination and activities of independent auditors, ensuring all A-133 audit issues are resolved, 403 (b) compliance issues are met, and preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other requirements.

6. Ensure that substantiating documentation is approved and available to meet all monitoring and audit requirements.

7. Prepares periodic financial statements for funding sources and administrative staff.

8. Initiates/approves general journal entries.

9. Responsible for all purchasing and payroll activity for staff and program participants.

10. Responsible for Accounts Payable and Accounts Receivable and insures a disaster recovery plan is in place.

11. Responsible for insuring the maintenance of the inventory of all fixed assets, including materials inventories and assuring all are in accordance with federal regulations.

12. Prepares, reviews or approves budgets and authorizes minor budget revisions
Job Title: Chief Financial Officer

13. Monitors banking activities of the Agency. Ensures adequate cash flow is maintained that meets the Agency’s needs; responsible for meeting funding source guidelines for drawdown of grant funds.

14. Conduct annual staff performance evaluation of direct reports.

15. Insures finance staff has professional development plans, and are making progress toward goals. Train finance staff to assist in raising awareness and knowledge of financial management matters. Develop in-house training for agency staff related to financial procedures and policies.


17. Keep up-to-date and knowledgeable about current trends in nonprofit finance, including membership in professional organizations and groups.

18. Completes training opportunities identified on Professional Development Plan to insure Agency is current on program regulation updates and revisions.

19. Perform other duties as required.

Qualifications:

Must have two (2) years college accounting (24 semester hours or equivalent) and must have at least four (4) years’ experience in a supervisory accounting position. Additional experience may be substituted for education on a year for year basis. Public accounting or experience in governmental or non-profit organization accounting must make up a portion of this experience. Must demonstrate an ability to conduct training sessions. Must be able to multi-task, work non-traditional hours as needed, and ability to conduct frequent inter-departmental collaboration. Computer proficient. Valid driver’s license, access to transportation with liability insurance and willing to use vehicle for agency related travel; frequent driving within the 6 county service area, & occasional driving to out-of-area functions and out of town trips overnight.

Must pass a criminal record check through the Identification Bureau of the Arkansas State Police, FBI Fingerprint Record Check and, Arkansas Child Maltreatment Central Registry Check. Occasionally lift and/or move up to 50 pounds.
Job Title: Chief Operating Officer
Reports To: Chief Executive Officer
Supervise: n/a
Status: Regular, Full-Time, Exempt

Job Summary

Responsible for the overall administration, coordination and evaluation of the Human Resources function for the agency. Supports agency mission by supporting Administrative team through research, technology integration, and acting as part of the agency leadership team.

Duties and Responsibilities

1. Review and make recommendations to executive management for improvement of agency’s policies, procedures and practices on personnel matters. Maintains Personnel Policy with updates and other pertinent information; revise job descriptions as needed. Communicates changes in agency Personnel Policy and procedures to staff and insure proper compliance is followed; Maintains agency organizational chart.

2. Maintains knowledge of industry trends and is responsible for agency’s compliance with Federal and State legislation pertaining to personnel matters. Partners with employees and management to communicate various Human Resource policies, procedures, laws, standards, and government regulations; Provide each worksite with appropriate mandatory postings; Assist executive management in periodic review, preparation, and administration of agency wage and salary program; Maintains Affirmative Action plan.

3. Maintains Personnel files for all employees; including substitute Head Start staff.

4. Monitors Licensing Compliance requirements for childcare workers.

5. Acts as Lead Technology Facilitator. Coordinates central office Information Technology needs as well as overall agency technology coordination. Assists with website needs, and helps to educate and coordinate necessary technology related policies and procedures for the agency.

6. Responds to employee relation issues such as employee complaints, harassment allegations, and civil rights complaints, EEOC charges, Represents the agency for any Unemployment claims, Provides public information such as verification of employment. Serve as agency EEO Administrator.


8. Coordinates recruitment efforts with programs managers; coordinate interviews, accepts resumes and applications, screens, and assists with the final decision process to match job applicants’ experience with specific job related requirements; conduct reference checks and appropriate background checks as needed; Write and place employment advertisements.

9. Responsible for all agency insurance coverage.
Job Title  Chief Operations Officer

10. Coordinates safety programs; Conduct periodic in-service training sessions on Employee Safety issues. Maintain all employee accident reports and Worker’s Compensation claim files; monitor workers’ compensation claims.

11. Prepare and publish bids for services and goods; prepare contracts for awarded bids.

12. Perform other duties as may be required.

Qualifications

Bachelor Degree in Human Resources, Public Administration, Business Administration, Social Science or Education is desired. A minimum of three years experience in a similar administrative capacity in management is required. Advanced knowledge of computer operation essential; i.e.: Microsoft Word, Excel and Power Point and database management. Must have a valid driver’s license. Must apply for, and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift up to 50#.

Physical Demands

Occasional lifting and moving of general office equipment, furniture and materials, frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration.
Ozark Opportunities, Inc. Job Addendum September 2016

Job Duties: ABC Coordinator

Job Summary

Integrate & coordinate ABC Program Design and Services with Head Start Program. Oversee the implementation and delivery of all ABC Program objectives as described in grant application and contract. Responsible for adherence to all applicable state and federal statues and program regulations and implement a program in compliance with ACT 212 of 1991, and Act 49 of 2003 as amended, The ABC Program and subsequent program clarifications.

Is responsible for the overall implementation of the ABC Program, compliance with Arkansas Minimum Licensing Requirements for Child Care Centers, and the day-to-day supervision of ABC classroom staff.

Duties and Responsibilities

1. Responsible for ensuring that the ABC Program is carried out in assigned service area including administrative responsibility to assure that guidelines, agency procedures, etc. are as set forth and carried out correctly within the program.

2. Maintain funded enrollment of eligible children at all ABC sites. Participate in the recruitment of eligible children in ABC.

3. Protect client confidentiality at all times. Maintain and appropriately secure files and records.

4. Submit required reports to DECE.

5. Coordinate with service locations all on-line reporting and assessments.

6. Cooperate with agency program staff to maximize services to target population.

7. Assist other staff in the areas of specialized knowledge.

8. Coordinate ABC efforts with other early childhood programs and service providers to provide a comprehensive, quality early childhood program.

9. Participate in the recruitment, hiring and training of all ABC classroom personnel.

10. Ensure each ABC classroom adheres to an approved curriculum.

11. Attend training workshops as needed.

12. Ensure each teacher conducts 2 Parent-Teacher conferences each school year.

13. Establish a model for individual child records.

14. Establish an application for enrollment process, including income verification.

Policy Council: n/a

Board of Directors: 11/21/2016
**Ozark Opportunities, Inc.**  
**Job Addendum**  
**September 2016**

**Job Duties:**  
ABC Coordinator

15. Conduct the evaluation of overall effectiveness of the ABC Program by using the prescribed evaluation tools; coordinate with funding source(s) any external evaluations of the project.

16. Mandated reporter of suspected cases of Child Abuse and Neglect.

17. Ensure all ABC Classrooms meet Arkansas Minimum Licensing Requirements including overall safety and cleanliness of indoor and outdoor areas of the centers.

18. Monitor staff interaction with children in both indoor and outdoor learning environments.

19. Person to be notified when a center staff person requests emergency sick leave; insure that child-staff ratio requirements are met, secure substitute staff when necessary.

20. Check center staff time and attendance reports and travel vouchers for accuracy prior to submission to Central Office.

21. Conduct bi-weekly Center Staff Meetings.

22. Responsible for ensuring monthly fire, earthquake, tornado, medical emergency and violence prevention drills are conducted at each ABC classroom.

23. Work with other early childhood education programs to implement smooth transition of children into the ABC Program.

24. Ensure that transition agreements with local public schools are in place and assist children and their families to transition smoothly from ABC to public schools.

**Qualifications**

**Required Knowledge, Skills & Abilities:**

- Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education with experience teaching preschool children is preferred.
- Must meet the minimum licensing requirements for center director and complete Director’s Orientation.
- Verbal and written communication skills.
- Problem solving skills.
- Basic knowledge of computer operation.
- Valid and current driver’s license with clean driving record.
- Reliable Transportation.
- Ability to transport self to and from OOI locations and out-of-area training sites.
- Successful Criminal Records Check.
- Successful Child Maltreatment Registry Check.

Policy Council: n/a  
Board of Directors: 11/21/2016
Ozark Opportunities, Inc.  
Job Addendum  
September 2016

Job Duties: ABC Coordinator

Desired KSA’s

Experience working with low income families
Supervisory experience
Ability to lift up to 50#.

Physical Demands

Occasional lifting and moving of general office equipment, classroom furniture and materials, frequent driving within the ABC service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration
Job Title: Administrative Specialist
Reports To: Child Development Manager
Supervise: n/a
Status: Regular, Full-Time, Non-Exempt

Duties and Responsibilities:

Coordinate activities involved with acquiring goods and services for the Head Start program utilizing an efficient and economical process while following established policies and procedures along with program-specific guidelines and requirements. Provide administrative support services to Head Start program staff to accomplish the Head Start Program mission. Responsible for creating and maintaining a system of record-keeping and filing of required documents for the Head Start Program.

Duties and Responsibilities

1. Serve as central purchasing agent for classroom and administrative supplies. Ensure adequate quantities of supplies are in stock, picking up needed items, as necessary. Monitor requests for purchase to determine adherence to agency procurement policy.
2. Obtain product and service information and pricing. Create and maintain a computerized record for purchases made and for accessing price quotes already on file.
3. Determine method of procurement in accordance with company policy and funding source regulations.
4. Review invoices for goods and services for accuracy.
5. Responsible for applicable warranty registration and resolution of problems associated with defective or unacceptable goods or services.
6. Collaborate with appropriate program staff to write and develop specifications for bids for goods and/or services, ensuring agency adherence to Davis-Bacon Act and adherence to program-specific bid requirements.
7. Maintain list of agency employees with Wal-Mart purchasing authority; accounting for each card. Cancel authorization as needed per OOI Financial Procedures Policy.
8. Research postage meter and copier service providers. Assist Executive Director in selection of vendors. Maintain postage meter and copiers for Central Office. Ensure equipment is functional, supplied with appropriate paper, toner and ink.
9. Prepare Purchase Orders for Central Office and Head Start Centers; check and certify for accuracy all invoices and statements attached to purchase order (including utilities, phone bills, supplies, etc.).
10. Co-sign agency checks, as authorized, and prepare and log for mail-out. Deliver outgoing mail to authorized USPS drop-box daily.
11. Insure postal, electronic, fax and other communications are distributed to appropriate staff on a daily basis.
12. Maintain filing system on correspondence, documents and forms relating to Head Start.

Policy Council: 00/00/17
Board of Directors: 6/1/17
Job Title: Administrative Specialist

13. Prepare and enter data into the P.I.R. Report annually. Enter Head Start grant application information into GABI.

14. Ensure Head Start Leases and/or Utility Agreements are current and filed.


16. Schedule regular maintenance, repair and cleaning of Head Start vehicles (at least monthly, more frequently as needed.) Maintain vehicle logs, check for accuracy and submit to Finance Department monthly.

17. As a member of the Head Start Management Team, participate in the delivery of training opportunities and policy council meetings.

18. Serve as primary caretaker for all original sign-in sheets for all agency-sponsored training sessions (except Board of Directors).

19. In the absence of the Family & Community Partnerships (ERSEA) Coordinator, accept Head Start Enrollment Applications and forward to Coordinator.

20. Assist agency Finance Director in preparation for annual agency audit

21. Perform other duties as assigned.

Qualifications

Associates Degree in business or accounting with 3 year direct experience in purchasing. 5 years of experience in the field may be substituted for formal education. Ability to plan, organize, prioritize and meet deadlines. Demonstrate attention to detail and accurate results. Ability to read and understand complex government regulations and grant guidelines. Proficiency in computer operation, Excel and Word software required; Access desired. Working knowledge of general office machines required. Excellent verbal and written communication skills required. Ability to work alone with minimum of supervision required. Valid driver’s license, access to transportation with liability insurance and willing to use vehicle for agency related travel. Must apply for, and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Must be bondable. Must be able to lift up to 50 lbs.

Physical Demands

Occasional lifting and moving of general office equipment, long periods of sitting and reading, keyboarding for long periods of time, frequent writing and notation

Non-Physical Demands

Multi-task, repetitive review of similar documents
Job Duties: Center Director

Job Summary

Is responsible for the overall implementation of the Head Start Program at the center level, compliance with Arkansas Minimum Licensing Requirements for Child Care Centers, and the day-to-day supervision of center staff.

Duties and Responsibilities

1. Responsible for all center record keeping and for ensuring deadlines for center reports are met

2. Mandated reporter of suspected cases of Child Abuse and Neglect

3. Work with Child Development Coordinator responsible for Licensing to meet the Arkansas Minimum Licensing Requirements

4. Responsible for overall safety and cleanliness of indoor and outdoor areas of the center; including
   • Electrical outlets – covered
   • Do not overload outlets or power strips with electrical devices
   • Responsible bad weather you have ice melt, shovel are any materials need for cleaning sidewalks, H ramps, steps etc. and making sure it is done.
   • Classroom temperature regulated during Holidays and breaks. May want to turn power strips off and heat tape own.
   • Filters for heating and air

5. Monitor staff interaction with children in both indoor and outdoor learning environments
   • Check for broken objects every time you go outdoors.
   • If objects or equipment needs removed from the area send in work order or if a licensing requirement call and send in work order.

6. Person to be notified when a center staff person requests emergency sick leave. To insure that child-staff ratio requirements are met, secure substitute staff when necessary.

7. Check center staff time and attendance reports and travel vouchers for accuracy prior to submission to Central Office

8. Conduct bi-weekly Center Staff Meetings

9. Responsible for conducting monthly fire, earthquake, tornado, medical emergency and violence prevention drills

10. Work with other early childhood education programs to implement smooth transition of children into the Head Start Program
Ozark Opportunities, Inc.  Job Duties Addendum  June 2017

Job Duties: Center Director

11. Ensure that transition agreements with local public schools are in place and assist children and their families to transition smoothly from Head Start to public school

12. Perform other duties as assigned

Qualifications

Complete all sections of Director’s Training as required by Arkansas Minimum Licensing Requirements for Child Care Centers within the timeframes outlined in PUB-002.

Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education with experience teaching preschool children is preferred. Experience working with low income families beneficial. Supervisory experience helpful. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Must complete Center Director training as outlined in the Arkansas Department of Human Services Minimum Licensing Requirements for Child Care Centers. Lift up to 50#.

Physical Demands

Occasional lifting and moving of general office equipment, Head Start classroom furniture and materials, frequent driving within the 6 county service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration
Job Title: Child Development Coordinator
Reports To: Child Development Manager
Supervise: n/a
Status: Regular, Full-Time, Non-Exempt

Job Summary


Duties and Responsibilities

1. Provide leadership and support to OOI Child Development programs in areas of assigned duties.

2. As an ambassador of OOI Child Development programs, help maintain and build upon relationships with school district administrators and teachers, and community partners.

3. Develop and update annually component plan for assigned area of responsibility; insuring compliance with applicable laws, regulations, standards and best practices.

4. Develop systems for the management and compliance of assigned duties

5. Monitor compliance with Arkansas Minimum Licensing Requirements for Child Care Centers at all OOI Child Development locations. Report areas of concern to Child Development Manager and Child Development Coordinator with Licensing responsibility.

6. Participate in the evaluation of program services through the Self-Assessment Process

7. Generate program service reports.

8. Submit reports as directed by Child Development Manager for monthly governance report.

9. Submit reports as directed by Child Development Manager for quarterly ROMA report.

10. Mandated reporter of Child Abuse and Neglect.

11. Attend and contribute to Child Development program management team meetings

12. Attend training as required by Child Development Manager

13. Obtain and maintain CPR/First Aid Certification
**Job Title**  Child Development Coordinator

14. Conduct on-site reviews of each Child Development classroom (at a minimum, biannually)

15. Responsible for Orientation training of new employees in areas of responsibility

16. Responsible for annual pre-service training of current employees in areas of responsibility

17. Coordinate with other members of Child Development team to ensure areas of responsibility are in compliance with all applicable program standards

18. Utilize ChildPlus and other tracking systems to record and follow-up targeted performance measures

19. Participate in periodic evaluation of Child Development classroom staff, under the direction of Child Development Manager

20. Comply with all OOI policies and procedures; including but not limited to OOI Personnel Policy and OOI Financial Procedures Policy

21. Maintain and appropriately secure files and records for all areas of responsibility. Protect and ensure client confidentiality at all times.

22. Timely preparation and submission of timesheet, travel reimbursement, etc., reviewed for accuracy before submitting for payment.

23. Cooperate with all OOI staff to maximize impact of the agency on the community at large and to maximize services to OOI’s target population.

24. Work with all Child Development Coordinators and Child Development Supervisors to ensure training is being conducted on all areas of Head Start.

25. Assist other staff in the areas of specialized knowledge.

26. Prepared and ready to work as scheduled.

27. Perform other duties as assigned.
Job Title: Child Development Coordinator

General Qualifications – refer to assigned duties for Specialized, or specific qualifications

Required Knowledge, Skills & Abilities:

- High School or equivalent education.
- Verbal and written communication skills.
- Problem solving skills.
- Basic knowledge of computer operation.
- Valid and current driver’s license with clean driving record.
- Reliable Transportation.
- Ability to transport self to and from OOI locations and out-of-area training sites.
- Successful Criminal Records Check.
- Successful Child Maltreatment Registry Check.

Desired KSA’s:

- Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education.
- Experience working with low income families.
- Supervisory experience.
- Ability to lift up to 50#.

Physical Demands:

Occasional lifting and moving of general office equipment, child development classroom furniture and materials, frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands:

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration.
Job Title: Child Development Manager
Reports To: Child Development Director
Supervise: Child Development Supervisor, Child Development Coordinator, Administrative Specialist, Teacher, Teacher Assistant
Status: Regular, Full-Time, Exempt

Job Summary:

Responsible for oversight and supervision of Head Start Administrative Team (i.e. Supervisors, Coordinators & Specialist.) Responsible for development of educational curriculum for classroom teachers, and all aspects of staff training and the coordination of Child Development Associate Credentialing Program and CLASS Pre-K implementation.

Duties and Responsibilities:

1. Serve as the leader of the Head Start Administrative Team to insure integrated coordination and planning for the Head Start program. Lead the School Readiness Agenda process, including implementation and evaluation of the plan.

2. Responsible for supervision and tracking of program progress of Head Start Coordinators, and supervision of Administrative Assistants.

3. Review daily lesson plans for teaching staff and provide related resource materials.

4. Ensure each OOI Head Start classroom adheres to an approved curriculum; monitor classroom activities to assure that lesson plans are being followed and are updated. Responsible for training on children’s individualized lesson plans.

5. Work with center staff to ensure all classrooms meet Head Start Performance Standard requirements (including the CLASS Pre-K Assessment.)

6. Coordinate Bi-Annual CLASS Pre-K Assessments per classroom, analyze data, and determine appropriate training needs and arrange training.

7. Make grant applications for center improvement as needed.

8. Coordinate with teaching staff to insure child assessment data is entered for online reporting and assessments.

9. Incorporate Head Start domains and State frameworks within the local curriculum.

10. Responsible for development of Home Task Assignments which correlate with the units of study.

11. Update Education Component Plan annually.

12. Chair the Education Committee, comprised of teaching staff, parents, and interested community members.


14. Perform other duties as may be required.
Ozark Opportunities, Inc.    Job Description    June 2017

Job Title       Child Development Manager

Qualifications:

Bachelor Degree in Early Childhood Education or equivalent is required. Must obtain and maintain CLASS Reliable Observer Certification. Expertise in working with low-income families is essential. Supervisory experience necessary. Ability to multi-task, work non-traditional hours as needed, and frequent inter-departmental collaboration. Must demonstrate an ability to conduct training sessions. Administrative experience and good communication skills required. Must have a valid driver's license- frequent driving within the 6 county service area, occasional driving to out-of-area functions and out of town trips overnight. Basic knowledge of computer operation required.

Must apply for and pass a criminal record check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift up to 50 lbs.
Job Title: Child Development Supervisor
Reports To: Child Development Manager
Supervise: Assigned staff
Status: Regular, Full-Time, Exempt, Safety Sensitive Position

Job Summary


Duties and Responsibilities

1. Provide leadership and support to OOI Child Development programs in areas of assigned duties.

2. As an ambassador of OOI Child Development programs, help maintain and build upon relationships with school district administrators and teachers, and community partners.

3. Develop and update annually component plan for assigned area of responsibility; insuring compliance with applicable laws, regulations, standards and best practices.

4. Develop systems for the management and compliance of assigned duties

5. Monitor compliance with Arkansas Minimum Licensing Requirements for Child Care Centers at all OOI Child Development locations. Report areas of concern to Child Development Manager and Child Development Coordinator with Licensing responsibility.

6. Participate in the evaluation of program services through the Self-Assessment Process

7. Generate program service reports.

8. Submit reports as directed by Child Development Manager for monthly governance report.

9. Submit reports as directed by Child Development Manager for quarterly ROMA report.

10. Mandated reporter of Child Abuse and Neglect.

11. Attend and contribute to Child Development program management team meetings

12. Attend training as required by Child Development Manager

13. Obtain and maintain CPR/First Aid Certification
Job Title: Child Development Supervisor

14. Conduct on-site reviews of each Child Development classroom (at a minimum, biannually)

15. Responsible for Orientation training of new employees in areas of responsibility

16. Responsible for annual pre-service training of current employees in areas of responsibility

17. Coordinate with other members of Child Development team to ensure areas of responsibility are in compliance with all applicable program standards

18. Utilize ChildPlus and other tracking systems to record and follow-up targeted performance measures

19. Participate in periodic evaluation of Child Development classroom staff, under the direction of Child Development Manager

20. Comply with all OOI policies and procedures; including but not limited to OOI Personnel Policy and OOI Financial Procedures Policy

21. Maintain and appropriately secure files and records for all areas of responsibility. Protect and ensure client confidentiality at all times.

22. Timely preparation and submission of timesheet, travel reimbursement, etc., reviewed for accuracy before submitting for payment.

23. Cooperate with all OOI staff to maximize impact of the agency on the community at large and to maximize services to OOI’s target population.

24. Work with all Child Development Coordinators and Child Development Supervisors to ensure training is being conducted on all areas of Head Start.

25. Assist other staff in the areas of specialized knowledge.

26. Prepared and ready to work as scheduled.

27. Perform other duties as assigned.
Job Title  Child Development Supervisor

General Qualifications – refer to assigned duties for Specialized, or specific qualifications

Required Knowledge, Skills & Abilities:

High School or equivalent education.
Verbal and written communication skills.
Problem solving skills
Basic knowledge of computer operation
Valid and current driver’s license with clean driving record
Reliable Transportation
Ability to transport self to and from OOI locations and out-of-area training sites
Successful Criminal Records Check
Successful Child Maltreatment Registry Check

Desired KSA’s

Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education
Experience working with low income families
Supervisory experience
Ability to lift up to 50#.

Physical Demands

Occasional lifting and moving of general office equipment, child development classroom furniture and materials, frequent driving within the 6 county service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration
Job Duties: Childcare Licensing

Job Summary

Responsible for development, implementation and follow-up in all areas of Childcare Licensing of Head Start classrooms as defined by Head Start Performance Standards and Law.

Duties and Responsibilities

1. Has primary responsibility for the development (and yearly update) of the Licensing Component Plans; ensuring that the plans address the requirements of the Head Start Performance Standards and Law.

2. Responsible for providing staff and parent training in the areas of Childcare Licensing as needed.

3. Keep informed of the minimum licensing requirements as defined by Arkansas Department of Human Services, Division of Children and Family Services and maintain current licensure at all OOI Centers.

4. Conduct on-going in-service training of Head Start staff and substitutes on minimum licensing requirements (on a regular basis.); including Child Maltreatment Training.

5. Communicate and coordinate with OOI Center staff and DHS Licensing Specialists to insure all OOI Centers are in compliance with regulations. Ensure contact information for each center license is accurate and updated. Communicate all changes with HS management team.

6. Coordinate OOI licensing needs with area schools when center is located in school facility. Communicate and coordinate with schools to implement and maintain safety and emergency plans.

7. Insure all OOI facilities (including school-based) are safe and meet Childcare Licensing and Head Start standards. Conduct, at a minimum, annual site-visits to insure facility conditions are acceptable.

8. Develop alternative compliance plans for licensing classrooms when indicated.

9. Work with all other Head Start Coordinators to maintain Licensing Standards.

10. Ensure agency Child Maltreatment Plan is up-to-date, in force, and communicated to all relevant staff.

11. Ensure compliance with the Self-reporting requirement of Childcare Licensing

12. Provide face-to-face communication to staff who are under Direct Supervision requirement as part of Childcare Licensing corrective action

13. Maintain documentation of staff qualifications for Childcare Licensing for periodic review by DHS Licensing Specialists

14. Track monthly classroom fire drills & tornado drills
Job Duties: Childcare Licensing

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- Five years' experience in the field may be substituted for formal education.
- Training in Family Services or Social Service Field helpful.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Ozark Opportunities, Inc.  Job Duties Addendum  June 2017

Job Duties: Classroom Staff Assistant Supervisor

Job Summary

Responsible for scheduling of teaching staff and assisting Child Development Manager in management of classroom staff.

Duties and Responsibilities

1. Assist Child Development Manager in management of classroom operations in cooperation with program management and teaching staff.

2. Ensure adequate staffing of each classroom on a daily basis. Track Center Staff absences and coordinate all substitutes for assigned centers. Accept phone calls from classroom staff as early as 6:00 a.m.

3. Manage work hours of teaching staff to ensure appropriate numbers of hours are offered to meet contract terms and to meet Head Start Performance Standards for classroom days. Review and certify all time sheets, leave forms and travel vouchers for program teaching and substitute staff.

4. Assist Education Coordinator with annual performance appraisal and Professional Development Plans (PDP’s) for teaching staff.

Qualifications:

Must meet General Qualifications of Child Development Coordinator.

Additional skills:

- High School diploma or equivalent is required, AA, BA or BS preferred.
- Five years’ experience in the field may be substituted for formal education.
- Training in Early Childhood Education, Family Services or Social Service Field helpful.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Ozark Opportunities, Inc.  Job Description  June 2017

Job Title: Community Services Manager
Reports To: Community Services Director
Supervise: Community Services Supervisor, Resource Development Coordinator, Family Development Specialist
Status: Regular, Full-Time, Exempt

Job Summary: Responsible for the planning, delivery and reporting of OOI Community Services Programs.

Duties and Responsibilities:

1. Evaluate CSBG funded projects and assess program needs.

2. Informs self on all OOI programs and has a working knowledge of program procedures.

3. Responsible for the timely submission of CSBG refunding application and quarterly reports.

4. Prepare and present quarterly agency reports to the Board of Directors.

5. Responsible for Community Service Program(s) participant database.

6. Member of Arkansas Community Action Agency Association (ACAAA) ROMA Committee; attend committee meetings as schedule allows.

7. Identify individual program outcomes and incorporate into the CSBG work plan; coordinate reporting outcomes with program directors, managers, and staff.

8. Conduct biennial CSBG needs assessment and public hearing.

9. Work with community groups to assist them in planning for the needs of their communities. Recommend programs to meet needs identified in this process.

10. Conduct annual staff performance evaluation of direct reports. Ensure annual staff performance evaluation of all other staff in department.

11. Certify purchase orders as needed.

12. Perform other duties as may be required.
Job Title          Community Services Manager

Qualifications:

Bachelor Degree in Human Resources, Public Administration, Business Administration, Social Science or Education is desired. A minimum of three years’ experience in a similar capacity may be substituted for formal education for suitable candidate with high school diploma or associates degree. Advanced knowledge of computer operation essential; i.e.: Microsoft Word, Excel and Power Point and database management. Valid driver’s license and reliable transportation required.

Must apply for, and pass a criminal records check and Child Maltreatment Central Registry Check. Occasionally lift and/or move up to 50 pounds.

Physical Demands:

Occasional lifting and moving of general office equipment, furniture and materials. Frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands:

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration.
Ozark Opportunities, Inc.  Job Description  January 2020

Job Title  Community Services Supervisor
Reports To  Community Services Manager
Supervise  Outreach Workers
Status  Regular, Full-Time, non-exempt

Job Summary

Responsible for the implementation, tracking, training, and compliance of programs operated under Community Services Department administered by Ozark Opportunities, Inc.

Duties and Responsibilities

1. Complete reports necessary to comply with program regulations; weekly, monthly, quarterly, and annually, including corrective action plans and expenditure reports.


3. Attend trainings as required; train outreach staff on Program regulations, policy & procedures, and computer system. Provide on-going technical assistance.

4. Coordinate transfer of data between Outreach Offices and Financial Department, including a review of disbursements prior to checks being issued.

5. Responsible for preparing for Monitoring visits; coordinate with Outreach Offices, Community Services Manager, and other key staff to ensure availability of files and paperwork to be reviewed.

6. Maintain and appropriately secure files and records for programs. Protect and ensure client confidentiality at all times.

7. Assist in maintaining database. Ensure accuracy of data input, on-site and off-site storage, regular backup and on-going maintenance of database.

8. Conduct on-site review of program files every six weeks and provide one-on-one training when necessary.

9. Coordinate with Finance Department for reconciliation of program expenditures quarterly with a final reconciliation prior to program close out reports.

10. Submit periodic activity and progress reports to supervisor and Board of Directors. Cooperate with agency program staff to maximize services to target population. Assist other staff in the areas of specialized knowledge.
Job Title  Community Services Supervisor

11. Furnish agency information to local school officials, public elected officials, target area councils and news media as needed to optimize positive publicity. Actively participate in local area Resource Council or similar groups in order to keep informed of resources available to clients. Work with local, county and state governments in planning and implementing projects or programs that would help low-income individuals which might be coordinated through their area or made available through their resources.

12. Supervise outreach staff and conduct annual performance evaluations.

13. Responsible for requesting training or clarification of any job duties or assignments not understood.

14. Perform other duties as assigned.

Qualifications

Must have an Associate's Degree or higher and experience in fiscal responsibility. Advanced knowledge of computer software, Word & Excel, and operation required. Ability to adapt projects to local conditions and to plan and develop programs. Valid driver's license and reliable transportation required. Must apply for, and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, furniture and materials, frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration.
Job Duties: Disabilities Services

Job Summary

Responsible for all aspects of Disabilities Services as described in the Head Start Performance Standards and Head Start Law.

Duties and Responsibilities

1. Has primary responsibility for the development (and yearly update) of the Disabilities Component Plan; ensuring that they address the requirements of the Head Start Performance Standards and Law.

2. Keep up-to-date and knowledgeable about current trends in disabilities services for students and Head Start. Ensure compliance with all applicable laws, regulations, funding requirements, assurances, policies and procedures.

3. Responsible for Disabilities content area for Head Start: annual update of plan, ensuring all Head Start component areas are addressed according to schedule. Collaborate with Head Start team members to ensure Disabilities services meet Performance Standards and correlates with all other Head Start services.

4. Responsible for creating and implementing Interagency Agreements with community resources regarding Disability Services for Head Start children. Develop and maintain working relationships with other public and private entities in related fields. Create and maintain relationships with disabilities service providers and professionals to foster continued provision of needed services to the program.

5. Create and maintain a system for tracking all identified children with disabilities in the Head Start program, utilizing designated software systems. Track Disabilities expenditures and report budget balance to Child Development Manager when requested.

6. Coordinate and leverage appropriate Head Start, agency, and community resources to achieve outcomes outlined in service plans for Disability Services.

7. Monitor services for students with disabilities. Assist families of students to utilize available services.

8. Serve as a member of the placement team in the development of Individual Education Plans (IEP's) for students with disabilities.


10. Provide staff and Policy Council training on disabilities as needed.

11. Work with all other Child Development Coordinators to ensure the Disabilities Services meets Performance Standards and correlates with other Head Start mandates.
Job Duties: Disabilities Services

Qualifications:

Must meet General Qualifications of Child Development Coordinator.

Additional skills:

(1) *Family, health, and disabilities management.* A program must ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016, have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

- High School diploma or equivalent is required, AA, BA or BS preferred.
- Five years’ experience in the field may be substituted for formal education.
- Training in Early Childhood Education, Family Services or Social Service Field helpful.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight

Policy Council: 00/00/2017
Board of Directors: 00/00/2017
Ozark Opportunities, Inc.  Job Description  August 2019

**Job Title**  Disability Aide

**Reports To**  Child Development Supervisor

**Supervise**  n/a

**Status**  Temporary, non-exempt, Safety Sensitive Position

**Job Summary**

Responsible for individual assistance to any assigned child or children to promote socialization or developmental skills

**Duties and Responsibilities**

1. Responsible for close involvement with assigned child or children in all Head Start activities

2. Track and record progress of assigned child or children on monthly report form

3. Assist center teaching staff to insure inclusion of assigned children in daily classroom activities

4. Work closely with Child Development Supervisor responsible for disabilities services to ensure assigned children are receiving services according to Head Start Performance Standards, ADA guidelines, and IEP’s if applicable.

5. Participate in training sessions offered to keep current on disability regulations

6. Perform other duties as assigned

**Qualifications**

High school diploma or equivalent required with experience in disability services and early childhood education preferred. Must demonstrate willingness to obtain skills necessary for effective achievement of disability services goals. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license. Current CPR & First Aid certification advisable. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift 50#.

**Physical Demands**

Frequent bending, stooping, standing, walking, sitting on small furniture, assisting child with toileting, feeding, mobilization. Coping and adapting to extreme behavior, i.e. biting, hitting, running from staff

**Non-Physical Demands**

Multi-task, infrequent breaks from responsibility of childcare, coping and adapting to extreme behavior, i.e. yelling, cursing, displays of temper, anger and defiance

Policy Council: 10/30/2019  Board of Directors: 11/21/2019
Job Duties: Facilities (including playgrounds)

Job Summary

Responsible for development, implementation and follow-up in all areas of Facilities for Head Start as defined by Head Start Performance Standards and Law.

Duties and Responsibilities

1. Has primary responsibility for the development (and yearly update) of the Facilities Component Plan (including Safety); ensuring that the plan addresses the requirements of the Head Start Performance Standards and Law.

2. Communicate and coordinate with OOI Center staff and DHS Licensing Specialists to insure all OOI Centers are in compliance with regulations. Ensure contact information for each center license is accurate and updated. Communicate all changes with HS management team.

3. Coordinate OOI facility needs with area schools when center is located in school facility.

4. Insure all OOI facilities (including school-based) are safe and meet the needs of program staff. Yearly site-visits (minimum) to insure facility conditions are acceptable. Insure facility-related paperwork (appraisals, etc.) are completed per HS Performance Standards requirements. Monitor all classroom facilities and maintain on ongoing list of needs.

5. Coordinate with Education/ T& TA Coordinator on work orders from classrooms/centers and when appropriate, obtain professional services.

6. Monitor all facilities where children are served to ensure, at a minimum:
   a. Meet licensing requirements
   b. Are clean and free from pests
   c. Free from pollutants, hazards and toxins that are accessible to children
   d. Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards
   e. Well lit, including emergency lighting
   f. Equipped with safety supplies that are readily accessible to staff, including fully-equipped first aid kits and appropriate fire safety supplies
   g. Free from firearms or other weapons that are accessible to children
   h. Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children’s activities

7. Develop, implement and utilize and ongoing system of preventative maintenance for all facilities, materials and equipment where children are served
Job Duties: Facilities (including playgrounds)

8. Monitor all facilities where children are served to ensure, at a minimum that all indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:
   a. Be clean and safe for children’s use and appropriately disinfected
   b. Be accessible on to children for whom they are age appropriate
   c. Be designed to ensure appropriate supervision of children at all times
   d. Allow for the separation of infants and toddlers from preschoolers during play in center-based operations


10. Ensure all playgrounds were children are served meet appropriate standards.

11. Develop, implement and utilize and ongoing system of preventative maintenance for all playgrounds where children are served

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- Five years’ experience in the field may be substituted for formal education.
- Training in Family Services or Social Service Field helpful.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Job Duties: Family & Community Partnerships (ERSEA)

Job Summary

Responsible for the development, implementation, and follow-up of all Family & Community and ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Components according to Head Start Performance Standards and Federal Law. Direct supervisor for Family Support Workers.

Duties and Responsibilities

1. Provides leadership and support to the program in the areas of Family Support, Advocacy, Community Partnerships, Enrollment, Recruitment, Eligibility, Selection and Attendance (ERSEA) as outlined in the Head Start Performance Standards.

2. Develops systems for the management and compliance of Family & Community Partnerships and ERSEA services provided by the HS program.

3. Has primary responsibility for the development (and yearly update) of the Family & Community Partnerships and ERSEA Component Plans; ensuring that they address the requirements of the Head Start Performance Standards and Law.

4. Reviews Family & Community Partnerships and ERSEA files, providing constructive feedback to staff.

5. Monitors Family and Community Partnerships and ERSEA services; including regular review of programs' ChildPlus entries.


7. Participates in the evaluation program services through the Self-Assessment process.

8. Oversees training budget for Family and Community Partnerships and ERSEA.

9. Generates all necessary program service reports.

10. Coordination of all aspects of Community Needs Assessment and compile data for ongoing assessment and refunding application.

11. Coordinate Recruitment & Enrollment activities for all OOI classrooms; mall recruitment packet to Centers four weeks prior/or as deemed necessary to enrollment date.

12. Assist all OOI classrooms in maintaining funded enrollment. Maintain current waiting list and assist in filling vacancies within 30 days after a child has dropped from the program. Report monthly enrollment status and ADA percentage to Head Start Director.


14. Monitors all paperwork regarding Family Support Workers such as timesheets, schedules, and duties.

15. Provides technical assistance and support to Family Support Workers as needed.

16. Responsible for the evaluations and Professional Development Plans of Family Support Workers; including ongoing training to insure program compliance and best practice.
Qualifications:

Must meet General Qualifications of Child Development Coordinator.

Additional skills:

(1) *Family, health, and disabilities management.* A program must ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016, have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

- High School diploma or equivalent is required, AA, BA or BS preferred.
- Five years’ experience in the field may be substituted for formal education.
- Training in Early Childhood Education, Family Services or Social Service Field preferred.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Ozark Opportunities, Inc.  

Job Description  

October 2018

**Job Title**  
Family Development Specialist

**Reports To**  
Community Services Manager

**Supervise**  
Family Development Worker(s)

**Status**  
Regular, Full-Time, Non-Exempt

**Job Summary:**

Responsible for the implementation, tracking, training, and compliance of family development programs operated under Community Services Department administered by Ozark Opportunities, Inc.

**Duties and Responsibilities**

1. Assist low-income families and individuals in establishing short- and long-term goals directed toward obtaining the skills and resources needed to attain self-reliance.

2. Maintain a minimum of 40 active case management cases, input and regularly update information and case note in physical files and data base (computer software).

3. Establish at a minimum monthly contact with case management participants, documenting each contact in the case file. Monthly contact generates information regarding changes in participant’s situation and/or progress towards goals. The mailing of newsletters and/or seminar attendance is not considered a monthly contact, although this information is to be logged in the case file.

4. Work closely with Outreach Workers, Family Support Workers, Community Services Supervisor and Community Partners for participant recruitment, maintain updated records, support holistic approach while assisting families/individuals and report/track current outcomes. Responsible for assisting with creation and mailing of monthly newsletters.

5. Maintain and appropriately secure files and records for all programs. Protect and insure client confidentiality at all times.

6. Assist in maintaining database for Case Management.

7. Community Services staff are crossed-trained and may need to fill in and assist with other programs within the department.

8. Submit weekly, monthly, and quarterly reports to supervisor and/or designee.

9. Actively participate in local area Resource Councils or similar groups in order to keep informed of resources available to clients.
Job Title: Family Development Specialist

10. Maintain and establish partnerships throughout the community; annually update partnership agreements.

11. Cooperate with agency program staff to maximize services to target population.

12. Assist other staff in the areas of specialized knowledge.

13. Furnish agency information to local school officials, public elected officials, target area councils and news media as needed to optimize positive publicity (within the guidance of the agency Public Relations Policy).

14. Attend training workshops as needed.

15. Responsible for requesting training or clarification of any job duties or assignments not understood.

16. Review, certify and/or verify statements, time sheets, travel, etc. for accuracy before submitting for payment.

17. Review program files for accuracy and completeness prior to close-out reports and monitoring visits.

18. Perform other duties as assigned.

Qualifications

High school diploma or equivalent. Degree in family services or social service field preferred. Experience in working with and motivating low-income families beneficial. Proficient in computer operation and Microsoft Word, Excel, PowerPoint and Publisher. Must have a valid driver’s license and reliable transportation. Must apply for, and pass criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, furniture and project materials, long periods of sitting and reading and keyboarding, frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands

Multi-task, repetitive review of similar documents, conflict resolution with demanding customers/clients.
## Job Title
Family Development Worker

## Reports To
Family Development Specialist

## Supervise
n/a

## Status
Regular, Full-Time, Non-Exempt

## Job Summary:
Deliver all applicable and available family development programs (case management activities) to eligible families and individuals in the assigned service area. Assist families/individuals in establishing short- and long-term goals toward obtaining the skills and resources needed to attain self-reliance.

## Duties and Responsibilities

1. Assist low-income families and individuals in establishing short- and long-term goals directed toward obtaining the skills and resources needed to attain self-reliance.

2. Maintain a minimum of 40 active case management cases, input and regularly update information and case note in physical files and data base (computer software).

3. Establish at a minimum monthly contact with case management participants, documenting each contact in the case file. Monthly contact generates information regarding changes in participant's situation and/or progress towards goals. The mailing of newsletters and/or seminar attendance is not considered a monthly contact, although this information is to be logged in the case file.

4. Work closely with Outreach Workers, Family Support Workers, Community Services Supervisor and Community Partners for participant recruitment, maintain updated records, support holistic approach while assisting families/individuals and report/track current outcomes. Responsible for assisting with creation and mailing of monthly newsletters.

5. Maintain and appropriately secure files and records for all programs. **Protect and insure client confidentiality at all times.**

6. Assist in maintaining database for Case Management.

7. Community Services staff are crossed-trained and may need to fill in and assist with other programs within the department.

8. Submit weekly, monthly, and quarterly reports to supervisor and/or designee.

9. Actively participate in local area Resource Councils or similar groups in order to keep informed of resources available to clients.
Job Title: Family Development Worker

10. Maintain and establish partnerships throughout the community; annually update partnership agreements.

11. Cooperate with agency program staff to maximize services to target population.

12. Assist other staff in the areas of specialized knowledge.

13. Furnish agency information to local school officials, public elected officials, target area councils and news media as needed to optimize positive publicity (within the guidance of the agency Public Relations Policy).

14. Attend training workshops as needed.

15. Responsible for requesting training or clarification of any job duties or assignments not understood.

16. Review, certify and/or verify statements, time sheets, travel, etc. for accuracy before submitting for payment.

17. Review program files for accuracy and completeness prior to close-out reports and monitoring visits.

18. Perform other duties as assigned.

Qualifications

High school diploma or equivalent. Degree in family services or social service field preferred. Experience in working with and motivating low-income families beneficial. Proficient in computer operation and Microsoft Word, Excel, PowerPoint and Publisher. Must have a valid driver’s license and reliable transportation. Must apply for, and pass criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, furniture and project materials, long periods of sitting and reading and keyboarding, frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands

Multi-task, repetitive review of similar documents, conflict resolution with demanding customers/clients.
**Job Title**  
Family Development Worker

**Reports To**  
Family Development Specialist

**Supervise**  
n/a

**Status**  
Regular Part-Time, Non-Exempt

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**Job Summary:**

Deliver all applicable and available family development programs (case management activities) to eligible families and individuals in the assigned service area. Assist families/individuals in establishing short- and long-term goals toward obtaining the skills and resources needed to attain self-reliance.

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**Duties and Responsibilities**

1. Assist low-income families and individuals in establishing short- and long-term goals directed toward obtaining the skills and resources needed to attain self-reliance.

2. Maintain a minimum of 20 active case management cases, input and regularly update information and case note in physical files and data base (computer software).

3. Establish at a minimum monthly contact with case management participants, documenting each contact in the case file. Monthly contact generates information regarding changes in participant’s situation and/or progress towards goals. The mailing of newsletters and/or seminar attendance is not considered a monthly contact, although this information is to be logged in the case file.

4. Work closely with Outreach Workers, Family Support Workers, Community Services Supervisor and Community Partners for participant recruitment, maintain updated records, support holistic approach while assisting families/individuals and report/track current outcomes. Responsible for assisting with creation and mailing of monthly newsletters.

5. Maintain and appropriately secure files and records for all programs. **Protect and insure client confidentiality at all times.**

6. Assist in maintaining database for Case Management.

7. Community Services staff are cross-trained and may need to fill in and assist with other programs within the department.

8. Submit weekly, monthly, and quarterly reports to supervisor and/or designee.

9. Actively participate in local area Resource Councils or similar groups in order to keep informed of resources available to clients.

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Policy Council: n/a  
Board of Directors: 10/25/2018
Job Title: Family Development Worker

10. Maintain and establish partnerships throughout the community; annually update partnership agreements.

11. Cooperate with agency program staff to maximize services to target population.

12. Assist other staff in the areas of specialized knowledge.

13. Furnish agency information to local school officials, public elected officials, target area councils and news media as needed to optimize positive publicity (within the guidance of the agency Public Relations Policy).

14. Attend training workshops as needed.

15. Responsible for requesting training or clarification of any job duties or assignments not understood.

16. Review, certify and/or verify statements, time sheets, travel, etc. for accuracy before submitting for payment.

17. Review program files for accuracy and completeness prior to close-out reports and monitoring visits.

18. Perform other duties as assigned.

Qualifications

High school diploma or equivalent. Degree in family services or social service field preferred. Experience in working with and motivating low-income families beneficial. Proficient in computer operation and Microsoft Word, Excel, PowerPoint and Publisher. Must have a valid driver’s license and reliable transportation. Must apply for, and pass criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, furniture and project materials, long periods of sitting and reading and keyboarding, frequent driving within the 6 county service area, occasional driving to out-of-area functions.

Non-Physical Demands

Multi-task, repetitive review of similar documents, conflict resolution with demanding customers/clients.
Ozark Opportunities, Inc.  Job Description  May 2019

Job Title  Family Support Worker
Reports To  Child Development Supervisor
Supervise  n/a
Status  Regular, Full-Time, Non-Exempt, Safety Sensitive Position

Job Summary

Responsible for Health and Family services and activities for Head Start children and families at the center

Duties and Responsibilities

1. Responsible for assessing and tracking health and family service needs of Head Start child and family; including data input into appropriate tracking database(s)

2. Incorporate “strength-based” documentation of FSW focus areas in child & family records

3. Encourage parental involvement and participation in obtaining health services for their child

4. Encourage regular attendance of children in center activities

5. Encourage parents through active participation in the program to become advocates for their child in support of school readiness and successful transition into Kindergarten

6. Responsible for the mobilization and development of new community resources to fill gaps in health and family services required to meet the needs of children and their families

7. Provide transportation for child to obtain needed services; strongly encourage parents to accompany child

8. Conduct home visit with Head Start families and students and as needed

9. Submit monthly reports on Health Services and Family Services referrals to appropriate coordinators

10. Assist with local recruitment drive to obtain center enrollment

11. Conduct annual survey of target area to prepare Community Needs Assessment

12. Responsible for completion and utilization of information gathered in the Family Needs Assessments for case management activities

13. Mandated reporter of Child Abuse and Neglect

14. May be asked to substitute for Teaching Staff in classroom as needed

15. May be asked to serve as Mentor Coach

Policy Council: 05/21/2019  Board of Directors: 05/30/2019
Job Title: Family Support Worker

16. Perform other duties as assigned

Qualifications

High school diploma or equivalent required with experience in Social Services and early childhood education preferred. Must demonstrate willingness to obtain skills necessary for effective achievement of social service and family advocacy goals. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license, clean driving record and vehicle liability insurance. Must apply for and pass a criminal record check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift up to 50#.

Physical Demands

Frequent lifting and moving of Head Start classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training and home visits, recruitment activities may be outside in hot summer weather

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics
Job Title: Family Support Worker (Healthy Families America)

Reports To: Program Coordinator (Healthy Families America)

Supervise: Oversee Program Coordinator case load

Status: Regular, Full-Time, non-exempt

Job Summary

Responsible for initiating and maintaining regular (at least weekly) and long-term (up to five years) contact/support with families. This activity will occur primarily within the family’s home; each visit should last for at least one hour. The interventions should be family-centered and strength-based and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family’s ability to problem solve and assume the role of advocate for themselves and their children. The activities may also include identifying and referring for contact/appointments at other supportive agencies, including health care appointments. The Family Support Worker will also be responsible for assisting the family in establishing goals and a plan for accomplishment of those goals, as well as the assessment of the normal growth and development of the target child.

Provides weekly individualized supervision to Program Coordinator only (if Program Coordinator is carrying a caseload). Supervision incorporates administrative, clinical, and reflective practices. Also, ensures quality of service provision; protects the integrity of the program; and demonstrates respect for the parallel process by supporting, guiding, and building on the strengths so that staff may best support, guide, and build on the strengths of the families served.

Duties and Responsibilities

1. Meet weekly with families for at least one hour at the family’s home.

2. Develop and implement interventions that are family-centered and strength-based and directed at establishing a trusting relationship

3. Assist the parents in improving their skills to optimize the home environment, improving the family support system and increasing the family’s ability to problem solve

4. Assist the parents to assume the role of advocate for themselves and their children

5. Assist the parents in identifying and accessing other supportive services, including health care appointment

6. Assist the family in establishing goals and a plan for accomplishment of the goals

7. Assess the normal growth and development of the target child

8. Maintain long-term (up to five years) contact/support with families.

9. Weekly supervision time for Program Coordinator (in the role of Family Support Worker), with a minimum of one hour allotted for each weekly session.
Job Title: Family Support Worker (Healthy Families America)

10. Assist Program Coordinator (in the role of Family Support Worker) to support the families in developing realistic and effective support plans that will develop their capacity to become empowered to meet their (the families) objectives/goals; to understand why a family may not be making the expected progress and determine effective methods of intervention; and to allow the staff to express their concerns/frustrations in working with overburdened community and families to avoid burnout.

11. Conduct record reviews on Program Coordinator case files. Assists in or maintains the data collection system, directs and provides case management, and monitors the performance of the Program Coordinator in the role of Family Support Worker.

Qualifications:

Bachelor’s degree in human services or fields related to working with children and families with 3 years of relevant experience. Infant mental health endorsement preferred (if available in state). Experience with reflective practice and interacting with preschool children preferred. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license and reliable transportation. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check.

Selection Criteria:

- A solid understanding of or experience in supervising and motivating staff, as well as providing support in stressful working environments
- Experience in home visiting, with a strong background in prevention services to the 0-3 age population
- Experience in working with or providing services to children and their families which embrace the concepts of family-centered and strength-based service provision
- Knowledge of infant and child development and parent-child attachment
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience in providing services to and willingness to work with the culturally diverse populations present among the site’s target population
- Open to reflective practice

Physical Demands

Frequent driving within the assigned service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration

Policy Council: N/A

Board of Directors: 08/25/2020
Ozark Opportunities, Inc. Job Description August 2020

Job Title Family Support Worker (Healthy Families America)
Reports To Program Coordinator (Healthy Families America)
Supervise None
Status Regular, Part-Time hourly, non-exempt

Job Summary

Responsible for initiating and maintaining regular (at least weekly) and long-term (up to five years) contact/support with families. This activity will occur primarily within the family’s home; each visit should last for at least one hour. The interventions should be family-centered and strength-based and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family’s ability to problem solve and assume the role of advocate for themselves and their children. The activities may also include identifying and referring for contact/appointments at other supportive agencies, including health care appointments. The Family Support Worker will also be responsible for assisting the family in establishing goals and a plan for accomplishment of those goals, as well as the assessment of the normal growth and development of the target child.

Duties and Responsibilities

1. Meet weekly with families for at least one hour at the family’s home.

2. Develop and implement interventions that are family-centered and strength-based and directed at establishing a trusting relationship.

3. Assist the parents in improving their skills to optimize the home environment, improving the family support system and increasing the family’s ability to problem solve.

4. Assist the parents to assume the role of advocate for themselves and their children.

5. Assist the parents in identifying and accessing other supportive services, including health care appointment.

6. Assist the family in establishing goals and a plan for accomplishment of the goals.

7. Assess the normal growth and development of the target child.

8. Maintain long-term (up to five years) contact/support with families.
Ozark Opportunities, Inc.  Job Description  August 2020

Job Title  Family Support Worker (Healthy Families Arkansas)

Qualifications:

Associate Degree or High school diploma or equivalent required. Infant mental health endorsement preferred (if available in state). Experience interacting with preschool children preferred. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license and reliable transportation. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check.

Selection Criteria:

- Experience in working with or providing services to children and their families
- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations present among the site’s target population
- Knowledge of infant and child development
- Open to reflective practice

Physical Demands

Frequent driving within the assigned service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration
Job Title: Finance Assistant

Reports To: Finance Supervisor

Supervise: n/a

Status: Regular, Full-Time, Non-Exempt

Job Summary

Acts as Financial Assistant for the agency.

Duties and Responsibilities

1. Act as accounts payable backup; assist with verification of accuracy of payment forms presented for payment on General Account

2. Stamp general account checks’ supporting documents with check number and date paid

3. Prepare monthly credit card recap for Policy Council and Board of Director reports

4. Maintain files for: insurance; lease/non-personnel contracts and agreements; Finance Department training files

5. Responsible for monthly vehicle report analysis; calculation and completion of monthly consumer use tax report

6. Responsible for review of “in-kind” recap and supporting documentation

7. Maintain Finance files for Policy Council and Board of Directors activities, including minutes, reports and other supporting documents

8. Perform other duties as may be required

Qualifications

At least a high school graduate with courses completed in typing and bookkeeping and computer science, with at least one year’s experience in related fields. Valid driver’s license and reliable vehicle required. Must pass a criminal records check and Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands
Occasional lifting and moving of general office equipment, long periods of sitting and reading, keyboarding for long periods of time, frequent writing and notation

Non-Physical Demands
Multi-task, repetitive review of similar documents
Ozark Opportunities, Inc. Job Description October 2018

Job Title: Finance Specialist
Reports To: Finance Supervisor
Supervise: n/a
Status: Regular, Full-Time, Non-Exempt

Job Summary

Acts as Finance Specialist and accounts payable clerk for the agency.

Duties and Responsibilities

1. Responsible for accounts payable disbursements including: initial general ledger coding; computer input; and verification of accuracy of purchase orders and other documents presented for payment on General Account

2. Responsible for establishing new vendor accounts, issuing general account checks and related journals; and transmitting checks accompanied by all related documents to appropriate check signers; provide check register to appropriate management staff

3. Provide a recap to Financial Supervisor of funds required for disbursements

4. Maintain all disbursement files including: check vouchers with attached documents; vendor files; appropriate Davis-Bacon Act documents; complete a monthly post-payment review of disbursement documentation

5. Review payroll worksheets for mathematical accuracy

6. Responsible for issuing 1099 forms at year end

7. Maintain control of blank HEAP checks, review HEAP documentation including check registers; responsible for obtaining signatures, logging and mailing HEAP checks.

8. Provide accounts payable analysis and spreadsheets as necessary – including Minor Grants

9. Review Purchase Orders exceeding $500 for: required price quotes, budget compliance; appropriate authorizations; assign Purchase Order numbers and maintain log

10. Responsible for completing financial section of Early Childhood Programs' application for CACFP funds

11. Prepare monthly request for reimbursement for CACFP expenditures

12. Prepare monthly ABC monthly billing

13. Prepare a monthly analysis from copy and postage logs; reconciles annual copy overage charges

Policy Council: 00/00/2018 Board of Directors: 10/25/2018
Job Title: Finance Specialist

14. Perform other duties as may be required

Qualifications

At least a high school graduate with courses completed in typing and bookkeeping and computer science, with at least two years' experience in related fields. Valid driver's license and reliable vehicle required. Must pass a criminal records check and Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, long periods of sitting and reading, keyboarding for long periods of time, frequent writing and notation

Non-Physical Demands

Multi-task, repetitive review of similar documents
Ozark Opportunities, Inc.          Job Description          October 2018

Job Title             Finance Supervisor
Reports To            Chief Financial Officer
Supervise             Finance Specialist, Finance Assistant
Status                Regular, Full-Time, Exempt

Job Summary

Acts as Finance Supervisor and payroll clerk for the agency. Assist in performing all tasks necessary within the scope of the Finance Department to achieve the organization’s mission. Responsible for general and usual bookkeeping duties of all programs.

Duties and Responsibilities

1. Proficient in all agency accounting systems

2. Ensure that substantiating documentation is approved and available to meet all monitoring and audit requirements

3. Under the direction of the Chief Financial Officer, assist in preparation of periodic financial reports for Board of Directors, Head Start Policy Council, funding sources and administrative staff

4. Complete CSBG and HEAP templates for monthly reimbursement requests

5. Assist with budget preparation for all funding sources

6. Provide spreadsheets and analysis as necessary

7. Prepare payroll worksheet from time and attendance records

8. Initiate semi-monthly direct deposit of all Agency payroll

9. Deposit payroll taxes using the EFTPS system same day of payroll

10. Prepare payroll tax reports; issue W-2 forms and other payroll data analysis at end of year

11. Maintain Finance Department time sheet/personnel files and related records including fringe benefit accounts

12. Provide semi-monthly update of staff leave balances to Supervisors

13. Assist Chief Operating Officer in reconciliation of Finance personnel files with Human Resource files -- including final contract payments to staff

14. Review for proper General Ledger coding and appropriate support documentation of items submitted for disbursement prior to authorizing Finance Specialist to issue checks
Ozark Opportunities, Inc.                Job Description                October 2018

Job Title          Finance Supervisor

15. Deposit all cash receipts, initiate cash receipts general journal entries and maintain daily cash records

16. Prepare routine general journal entries; post general journal entries and run monthly computer generated journals and financial statements

17. Perform other duties as may be required

Qualifications

Associates Degree in Accounting or related field; 5 years’ experience in accounting or bookkeeping and high school diploma or equivalent may be substituted for degree. Advanced knowledge of computer accounting software, Excel, and operation required. Valid driver’s license and reliable vehicle. Must pass a criminal records check and Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, long periods of sitting and reading, keyboarding for long periods of time, frequent writing and notation

Non-Physical Demands

Multi-task, repetitive review of similar documents
Job Duties: Health Services

Job Summary

Responsible for development and implementation of all areas of Health Services according to Head Start Performance Standards and Federal Law. This includes provision of immunizations, lead testing, height/weight, and mental health services as needed for children, families, and staff.

Duties and Responsibilities:

1. Has primary responsibility for the development (and yearly update) of the Health a Component Plan; insuring that they address the requirements of the Head Start Performance Standards and Law.

2. Monitor services provided to and for OOI children in regard to health.

3. Work with professionals to become on-going service providers for OOI children believed to need health services.

4. Arrange training for staff in areas of Head Start Health regulations.

5. Keep current on new laws and regulations concerning Health Services and keep other Coordinators informed of changes.

6. Track all Health requirements and expenditures.

7. Ensure all health referrals are completed and documented.

8. Assist enrollees to acquire Lead Testing, per program guidelines, as needed.

9. Train center staff on all aspects of Health Services and coordinate on-going training for staff and parents by health professionals.

10. Work with other Head Start Coordinators to ensure Health Services meet Performance Standards and correlates with other Head Start services.

11. Update Health Services Plan annually.

12. Responsible for writing and implementing Interagency Agreements with all agencies regarding Health Services.

13. Negotiate the Health Contracts with professional agency(s) for Head Start services.

14. Coordinate all Health Requirements at all centers for completion within 45 day guideline.
Job Duties: Health Services

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- An AA, BA or BS in Early Childhood Education, Health, Psychology, Social Services; an AR licensed RN is preferred.
- Five years’ experience in the field may be substituted for formal education.
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- Occasional out of town trips overnight.
Ozark Opportunities, Inc.  Job Description  September 2014

Job Title: Head Start Director

Reports To: Executive Director
(or Board of Directors, if combined with Executive Director Position)

Supervises: Head Start Program Manager (directly); all Head Start staff indirectly

Status: Regular, Full-time, Exempt (may be combined with Executive Director Position)

Job Summary:

Responsible for ensuring compliance with Performance Standards and all regulations concerning the administration of the Head Start program. Responsible for implementing and providing guidance to staff to insure the OOI Head Start program is operated safely and efficiently.

Duties and Responsibilities:

1. Has primary responsibility for insuring the development (and yearly update) of the Program Component Plans; ensuring that the plans address the requirements of the Head Start Performance Standards and Law.

2. Responsible for the safe and appropriate operation of each Head Start Center; in cooperation with Policy Council and program staff.

3. Ensure that the required Head Start policy groups are established, trained and function effectively.

4. Supervise Program Manager and other staff as appropriate to insure program standards are met.

5. Responsible for the preparation & submission of refunding application, and other grant proposals to funding agencies. This includes necessary parent, staff and Board of Directors involvement in preparation and sign-off procedures as required by funding agency(s).

6. Prepare and distribute “Annual Report to the Public”, including all elements as required by the funding source

7. (If not Executive Director) Serve as a member of the Agency Leadership Team. Assist in strategic planning for accomplishment of agency goals and mission.

8. Provide oversight of the Head Start Administration Team for overall coordination and planning for the Head Start programs through integration of content areas.

9. Work directly with Finance Director to create and track program budgets, and insure timely and appropriate expenditures of funds.

10. Approve and sign all purchase orders for Head Start Program expenditures.

11. Responsible for ensuring the non-federal match is documented as required by each funding source.

12. Responsible for insuring a career advancement program is implemented and maintained for all staff.
Ozark Opportunities, Inc.  Job Description  September 2014

Job Title: Head Start Director

13. Develop and maintain working relationships with other public and private agencies to support the program’s mission.

14. Serve as a member of appropriate organizations that work to improve the lives of children & families through education (i.e. organizations such as the Arkansas Head Start Association and the National Head Start Association.)

15. Responsible for assisting and advising on technical assistance needed for the overall operation of the Head Start program.

16. Assist program staff to interpret policies and regulations, all Program Instructions and Information Memorandum’s and guidelines for the child development program and insure dissemination to the appropriate personnel.

17. Responsible for insuring data management and outcomes affiliated with program are tracked and reported as required.

18. Insure implementation of internal procedures for monitoring and controlling programmatic and fiscal activities for ensuring quality in the Head Start program.

19. Responsible for insuring maintenance of files and prescribed reporting as required by funding sources, directives, and memorandums.

20. Report to Governing Board and Policy Council on funding requests and program activities, and reporting of discrepancies and/or variations that would be detrimental to the program. Explain and clarify policy directives and recommendations for meeting standards or effective operations in meeting Department of Health & Human Services criteria.

21. Responsible for presenting alternatives to the Policy Council during decision-making process concerning the Head Start program.

22. Responsible for providing pertinent facts and data for news releases and agency website and the general overall public relations concerning the Head Start program to Executive Director.

23. Assist Corporate Services Director with personnel decisions/actions; (i.e. hiring, firing, discipline, etc.) and work with the Policy Council to ensure that the Head Start program is properly staffed.

24. Work with Education/Training & Technical Assistance Coordinator & Corporate Services Director to review and follow-up on training requests for staff.

25. Mandated reporter of Child Abuse and Neglect.

26. Perform other job-related duties as necessary for the overall operation of the program.
Job Title: Head Start Director

Job Requirements:

Four (4) year degree in the field of Early Childhood Education, Social Work, Business Administration or other Human Service Program. Four years' administrative/supervision experience and good communication skills required. Experience working with low income families beneficial. Must demonstrate an ability to conduct training sessions. Must be able to multi-task, work non-traditional hours as needed, and ability to conduct frequent inter-departmental collaboration. Computer proficient. Grant writing and budget management skills. Valid driver's license, access to transportation with liability insurance and willing to use vehicle for agency related travel; frequent driving within the 6 county service area, & occasional driving to out-of-area functions and out of town trips overnight.

Must pass a criminal records check through the Identification Bureau of the Arkansas State Police, FBI Fingerprint Record Check and. Arkansas Child Maltreatment Central Registry Check. Occasionally lift and/or move up to 50 pounds.
Ozark Opportunities, Inc.  Job Addendum to CEO Job Description

Job Duties  Head Start Director

Job Summary:

Responsible for ensuring compliance with Performance Standards and all regulations concerning the administration of the Head Start program. Responsible for implementing and providing guidance to staff to insure the OOI Head Start program is operated safely and efficiently.

Duties and Responsibilities:

1. Has primary responsibility for insuring the development (and yearly update) of the Program Component Plans; ensuring that the plans address the requirements of the Head Start Performance Standards and Law.

2. Responsible for the safe and appropriate operation of each Head Start Center; in cooperation with Policy Council and program staff.

3. Ensure that the required Head Start policy groups are established, trained and function effectively.

4. Supervise Program Manager and other staff as appropriate to insure program standards are met.

5. Responsible for the preparation & submission of refunding application, and other grant proposals to funding agencies. This includes necessary parent, staff and Board of Directors involvement in preparation and sign-off procedures as required by funding agency(s).

6. Prepare and distribute "Annual Report to the Public", including all elements as required by the funding source

7. Provide oversight of the Head Start Administration Team for overall coordination and planning for the Head Start programs through integration of content areas.

8. Work directly with Chief Financial Officer to create and track program budgets, and insure timely and appropriate expenditures of funds.

9. Approve and sign all purchase orders for Head Start Program expenditures. Duty may be delegated.

10. Responsible for ensuring the non-federal match is documented as required by each funding source.

11. Responsible for insuring a career advancement program is implemented and maintained for all staff.

12. Develop and maintain working relationships with other public and private agencies to support the program’s mission.

13. Serve as a member of appropriate organizations that work to improve the lives of children & families through education (i.e. organizations such as the Arkansas Head Start Association and the National Head Start Association.) Duty may be delegated.

14. Responsible for assisting and advising on technical assistance needed for the overall operation of the Head Start program.
Ozark Opportunities, Inc.  

Job Addendum to CEO Job Description

15. Assist program staff to interpret policies and regulations, all Program Instructions and Information Memorandum’s and guidelines for the child development program and insure dissemination to the appropriate personnel.

16. Responsible for insuring data management and outcomes affiliated with program are tracked and reported as required.

17. Insure implementation of internal procedures for monitoring and controlling programmatic and fiscal activities for ensuring quality in the Head Start program.

18. Responsible for insuring maintenance of files and prescribed reporting as required by funding sources, directives, and memorandums.

19. Report to Governing Board and Policy Council on funding requests and program activities, and reporting of discrepancies and/or variations that would be detrimental to the program. Explain and clarify policy directives and recommendations for meeting standards or effective operations in meeting Department of Health & Human Services criteria.

20. Responsible for presenting alternatives to the Policy Council during decision-making process concerning the Head Start program.

21. Responsible for providing pertinent facts and data for news releases and agency website and the general overall public relations concerning the Head Start program to CEO.

22. Assist Chief Operating Officer with personnel decisions/actions; (i.e. hiring, firing, discipline, etc.) and work with the Policy Council to ensure that the Head Start program is properly staffed.

23. Work with Education/Training & Technical Assistance Coordinator & Chief Operating Officer to review and follow-up on training requests for staff.

24. Mandated reporter of Child Abuse and Neglect.

25. Perform other job-related duties as necessary for the overall operation of the program.

Qualifications:

Four (4) year degree in the field of Early Childhood Education, Social Work, Business Administration or other Human Service Program. Four years’ administrative/supervision experience and good communication skills required. Experience working with low income families beneficial. Must demonstrate an ability to conduct training sessions. Must be able to multi-task, work non-traditional hours as needed, and ability to conduct frequent inter-departmental collaboration. Computer proficient. Grant writing and budget management skills. Valid driver’s license, access to transportation with liability insurance and willing to use vehicle for agency related travel; frequent driving within the 6 county service area, & occasional driving to out-of-area functions and out of town trips overnight.

Must pass a criminal records check through the Identification Bureau of the Arkansas State Police, FBI Fingerprint Record Check and Arkansas Child Maltreatment Central Registry Check.
Job Title: Lead Teacher/Center Supervisor
Reports To: Child Development Manager
Supervise: Center Staff (0-3)
Status: Child Development Hourly, non-exempt, Safety Sensitive Position

Job Summary

Provide a positive, safe and supervised educational setting that promotes the social, emotional, physical and cognitive development of children enrolled in Early Head Start.

Is responsible for the overall implementation of the Early Head Start Program at the center level, compliance with Arkansas Minimum Licensing Requirements for Child Care Centers, and the day-to-day supervision of center staff.

Promote the involvement of the families of children in all aspects of the program and support the development of relationships between children and their families while supporting parents in their role as primary caretakers and educators of their children. Responsible for Health and Family Services activities for Head Start children and families at the center.

Duties and Responsibilities

Environment & Licensing & Safety

1. Establish and maintain a safe, healthy learning environment and provide for children's feeling of security away from home. Adhere to Head Start Performance Standards and Arkansas Minimum Licensing Requirements for Child Care Centers, and agency policies and procedures.
2. Ensure children are supervised and monitored at all times.
3. Monitor staff interaction with children in both indoor and outdoor learning environments
   - Check for broken objects every time you go outdoors.
   - If objects or equipment needs removed from the area send in work order or if a licensing requirement call and send in work order.
4. Respond to crisis or emergency situations that may occur. Provide first aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.
5. Responsible for overall safety and cleanliness of indoor and outdoor areas of the center; including
   - Electrical outlets – covered
   - Do not overload outlets or power strips with electrical devices
   - Responsible bad weather you have ice melt, shovel are any materials need for cleaning sidewalks, H ramps, steps etc. and making sure it is done.
   - Classroom temperature regulated during Holidays and breaks. May want to turn power strips off and heat tape own.
   - Filters for heating and air
6. Responsible for conducting monthly fire, earthquake, tornado, medical emergency and violence prevention drills
Job Title  Lead Teacher/Center Supervisor

Record Keeping

1. Responsible for all center record keeping and for ensuring deadlines for center reports are met
2. Check center staff time and attendance reports and travel vouchers for accuracy prior to submission to Central Office
3. Assist teaching staff in documenting baselines, ongoing assessments, attendance, classroom issues, parent contact and home visits in appropriate database, as directed.
4. In-kind: assist in generating & document local in-kind
5. Assure general maintenance and security of facility and assist with inventory of equipment and supplies

Supervisory

1. Person to be notified when a center staff person requests emergency sick leave. To insure that child-staff ratio requirements are met, secure substitute staff when necessary.
2. Conduct weekly Center Staff Meetings

Family Support

1. Attend meetings, trainings and appropriated professional development activities
2. Responsible for assessing and tracking health and family service needs of Head Start child and family; including data input into appropriate tracking database(s)
3. Incorporate “strength-based” documentation of FSW focus areas in child & family records
4. Encourage parental involvement and participation in obtaining health services for their child
5. Encourage regular attendance of children in center activities
6. Encourage parents through active participation in the program to become advocates for their child in support of school readiness and successful transition into early childhood education programs
7. Responsible for the mobilization and development of new community resources to fill gaps in health and family services required to meet the needs of children and their families
8. Provide transportation for child to obtain needed services; strongly encourage parents to accompany child
9. Submit monthly reports on Health Services and Family Services referrals to appropriate coordinators
10. Conduct annual survey of target area to prepare Community Needs Assessment
11. Responsible for completion and utilization of information gathered in the Family Needs Assessments for case management activities

Classroom & Educational Support

1. Work with appropriate agencies in developing specialized planning for children/families in need.
2. Communicate regularly with parents, regarding each child’s progress.
Ozark Opportunities, Inc.          Job Description          May 2019

Job Title                      Lead Teacher/Center Supervisor

3. Responsible for Parent Involvement Services in the center; plan and conduct regular parent meeting with team members.
4. Assist parents in any way to benefit and reinforce their work as prime educator of their children. Provide an atmosphere that promotes and reinforces parental involvement. Model appropriate behavior and positive guidance techniques.
5. Ensure the required parent/teacher conferences and home visits are conducted for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and home.
6. Work with other early childhood education programs to implement smooth transition of children into the Head Start Program
7. Ensure the transition agreements with local public schools are in place and assist children and their families to transition smoothly from Head Start to public school
8. Assist classroom staff in meet the needs of all children; including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse.
9. Assist with food service and other classroom needs as requested. May be asked to substitute for Teaching Staff in classroom as needed

General

1. Perform other duties as assigned
2. May be asked to serve as Mentor Coach
3. Mandated reporter of suspected cases of Child Abuse and Neglect

Educational Qualifications

Infant & Toddler CDA, Associate, Baccalaureate or advanced degree in early childhood education or development required. Degree, certification or experience in Family Development or Social Services desired. Experience teaching in an early childhood setting working with infants and toddlers preferred.

Other Qualifications/Knowledge, Skills and Abilities

Experience working with low income families beneficial. Supervisory experience helpful. Good communication skills required. Intermediate level computer skills, internet and e-mail required. Must have a valid driver's license, occasional driving to training and home visits. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to supervise infants and toddlers and ensure a safe environment including the ability to monitor and respond to events going on at all times in the classroom and outdoor play areas. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others in the environment. Must be able to perform duties in an active environment with changes in climate and noise level.
Job Title  Lead Teacher/Center Supervisor

Physical Demands

Ability to lift up to 50# with frequent kneeling, crawling, stooping, bending, twisting and sitting on the floor to attend to children’s needs.
Frequent lifting and moving of classroom furniture and materials, frequent standing, walking, sitting on small furniture.
Sits with children during family style meal times and eats the same "Head Start" lunch as the children, providing a model for good nutritional habits and table manners.

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics
Job Duties: Mental Health Services

Job Summary:

Responsible for development and implementation of all areas of Mental Health Services according to Head Start Performance Standards and Federal Law as required for children, families, and staff.

Duties and Responsibilities:

1. Has primary responsibility for the development (and yearly update) of the Mental Health Component Plan; insuring that they address the requirements of the Head Start Performance Standards and Law.
2. Monitor services provided to and for OOI children in regard to mental health.
3. Work with professionals to become on-going service providers for OOI children believed to need mental health services.
4. Arrange training for staff in areas of Head Start Mental Health regulations.
5. Keep current on new laws and regulations concerning Mental Health Services and keep other Coordinators informed of changes.
6. Track all Mental Health Observations and expenditures.
7. Ensure all mental health referrals are completed and documented.
8. Train center staff on all aspects of Mental Health Services and coordinate on-going training for staff and parents by mental health professionals.
9. Work with other Head Start Coordinators to ensure Mental Health Services meet Performance Standards and correlates with other Head Start services.
10. Update Mental Health Services Plan annually.
11. Responsible for writing and implementing Interagency Agreements with all agencies regarding Mental Health Services.
12. Negotiate the Mental Health Contracts with professional agency(s) for Head Start services.
13. Coordinate initial Mental Health Observations at all centers for completion within 90 day guideline; coordinate second observation to be completed before Spring Break.
Job Duties: Mental Health Services

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- An AA, BA or BS in Early Childhood Education, Mental Health, Psychology, Social Services or AR licensed RN is preferred.
- Five years’ experience in the field may be substituted for formal education.
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight.
Ozark Opportunities, Inc.  Job Description  January 2020

Job Title  Nutrition Assistant
Reports To  Nutrition Worker
Supervise  n/a
Status  Temporary, Hourly, Safety Sensitive Position

Job Summary

Responsible for assisting the Nutrition Worker in the preparation and serving of food for early childhood education enrollees, staff, volunteers and guests

Duties and Responsibilities

1. Assist the Nutrition Worker in the preparation of meals and snacks to meet USDA requirements in a manner that is appealing to children and staff

2. Comply with health regulations to insure sanitation

3. Clean cooking and serving utensils and equipment

4. Clean kitchen area and appliances

5. Mandated reporter of Child Abuse and Neglect

6. Perform other duties as assigned

Qualifications

High school diploma or equivalent required with experience in cooking for children preferred. Certified Food Manager training from an accredited provider preferred. Must demonstrate willingness to obtain skills necessary for effective achievement of Head Start Program nutrition goals. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift up to 50#.

Physical Demands

Frequent lifting and moving of institutional sized cans, boxes filled with food and supplies, frequent bending, stooping, standing, walking, kitchen environment may be hot,

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare

Policy Council: 01/28/2020  Board of Directors: 02/25/2020
Job Duties: Nutrition Services

Job Summary

Responsible for development, implementation and follow-up in all areas of Nutrition Services of Head Start as defined by Head Start Performance Standards and Law.

Duties and Responsibilities

1. Has primary responsibility for the development (and yearly update) of the Nutrition Component Plan; ensuring that the plans address the requirements of the Head Start Performance Standards and Law.

2. Responsible for USDA contracts and Food Service Agreements with schools. Maintain files of all necessary documents pertaining to the USDA contract.

3. Follow agency procurement policy when purchasing food and food service products; including Requests for Bids when applicable.

4. Ensure all OOI Centers are in compliance with all rules and regulations of the Child and Adult Care Food Program (CACFP). Ensure that monthly claims to the Child and Adult Care Food Program (CACFP) in a timely manner. Maintain documentation for CACFP claims.

5. Responsible for providing staff and parent training in the areas of Nutrition; as needed.

6. Responsible for obtaining menu evaluations at all centers by a qualified Nutrition Consultant as described in Performance Standards; including a minimum of three food reviews at each site per agreement with USDA.

7. Attend all required training by the Child Nutrition Program.

8. Supervise cooks and ensure professional development plans are updated and mandated training occurs as needed.

9. Responsible for incorporating the Nutrition Services into the center lesson plans, including the use and documentation of food as required by Head Start Performance Standards.

10. Work with all other Head Start Coordinators to ensure the Nutrition Services meets Performance Standards and correlates with other Head Start mandates.

11. Make periodic reviews of Child Health Records concerning the eating habits and growth of all children enrolled in Head Start, developing Special Nutrition Plans when needed, using page #6 of Child Health Record.

12. Update Component Plans for area of Nutrition at least annually.
Job Duties: Nutrition Services

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- Preference for an individual currently registered with the Commission on Dietetic Registration of the American Dietetic Association or be eligible, registered, and ready to take the examination. Master’s degree (MPH or MS) from an approved program in public health nutrition may be substituted for this registration.
- If working under the direction/guidance of a Qualified Nutritionist, a High School diploma or equivalent is required, AA, BA or BS preferred.
- Five years’ experience in the field may be substituted for formal education.
- Training in Family Services or Social Service Field helpful.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Ozark Opportunities, Inc.  Job Description  January 2020

Job Title  Nutrition Worker
Reports To  Child Development Supervisor
Supervise  Nutrition Assistant
Status  Child Development hourly, non-exempt, Safety Sensitive Position

Job Summary

Responsible for preparation and serving of food for early childhood education enrollees, staff, volunteers and guests

Duties and Responsibilities

1. Plan menus and submit to supervisor for monthly evaluation. Keep menu planning book current

2. Purchase food items needed for meal preparation

3. Prepare meals and snacks to meet USDA requirements in a manner that is appealing to children and staff

4. Coordinate meals and snacks to enhance the units of study

5. Comply with health regulations to insure sanitation

6. Provide current menu to Teacher Assistant for posting on Parent Bulletin Board

7. Submit inventory report every 3 months

8. Maintain accurate and current production records

9. Mandated reporter of Child Abuse and Neglect

10. Perform other duties as assigned

Qualifications

High school diploma or equivalent required with experience in cooking for children preferred. Certified Food Manager training from an accredited provider required. Must demonstrate willingness to obtain skills necessary for effective achievement of Head Start Program nutrition goals. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift up to 50#.
Job Title               Nutrition Worker

Physical Demands

Frequent lifting and moving of institutional sized cans, boxes filled with food and supplies, frequent bending, stooping, standing, walking, kitchen environment may be hot,

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare,
Job Title: Nutrition Worker (EHS)

Reports To: Child Development Supervisor w/Nutrition duties
             Lead Teacher/Center Supervisor (on site supervision)

Supervise: none

Status: Child Development hourly, non-exempt, Safety Sensitive Position

Job Summary

The Nutrition Worker is responsible for the implementation of duties that include cooking, cleaning, relieving the teachers for breaks and planning time, and substituting for a teacher if absent, completing all teacher’s daily duties when in that position.

Duties and Responsibilities

1. Assist center staff in maintaining a safe, healthy learning environment and provide for children’s feeling of security away from home. Adhere to Head Start Performance Standards and Arkansas Minimum Licensing Requirements for Child Care Centers, and agency policies and procedures.

2. Assures compliance with Arkansas Department of Health Regulations

3. Cook and/or assist in serving meals and snacks and clean up after meal, as scheduled at each center.

4. Responsible for shopping for groceries according to USDA guidelines and maintaining food inventory.

5. Maintain accurate USDA Meal Documentation Records on a daily basis.

6. Assures compliance with special dietary requirements (menus for food allergies, special needs, etc.).

7. Assist in cleaning classroom toys, materials, furniture and equipment, as scheduled.

8. Assist in preparing the room for naptime.

9. Do classroom and kitchen laundry according to assigned schedule.

10. Relieve the teachers for breaks and planning time according to schedule.

11. Substitute for teachers when absent, following the daily schedule and planned activities for the day, completing all teachers duties and acting as primary caregiver for the teacher’s group of children.

12. Maintain cordial relationships with children and family members.

13. Maintain positive relationship with all staff and work as part of a team.
Job Title  Nutrition Worker (EHS)

14. Come to work well groomed and on time, with good attendance record.

15. Accept direction and do not allow stress or personal problems to interfere with work.

16. Work to improve the center, recruit children and families, build community relations.

17. Assist with ongoing and annual inventory of classroom equipment, materials and supplies.

18. Maintain high standards of professional ethics and demonstrate professional conduct.

19. Assure confidentiality of all children and family information as required by HIPAA.

20. Is in good health and drug free

21. Participates in Professional Development Opportunities (Special Nutrition Training, ServSafe Credential, CDA, Pre-Service). Participate in OOI training, special events and fundraising activities.


23. Maintains current and accurate MSDA records.


25. Supervise and monitor children at all times.

26. Respond to crisis or emergency situations that may occur. Provide first aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.

27. Meet the needs of all children; including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse.

28. Assist parents in any way to benefit and reinforce their work as prime educator of their children. Provide an atmosphere that promotes and reinforces parental involvement. Model appropriate behavior and positive guidance techniques.

29. Mandated reporter of suspected cases of Child Abuse and Neglect

30. Assist with generating in-kind.

31. Perform other duties as assigned
Job Title       Nutrition Worker (EHS)

Educational Qualifications

Minimum requirement is high school diploma or GED. Certified Food Manager training from an accredited provider required. Must have or be willing to earn Serve Safe Credential, Child Development Associate credential (CDA), & Special Nutrition Programs certification. Experience teaching in an early childhood setting working with infants and toddlers preferred.

Other Qualifications/Knowledge, Skills and Abilities

This position may involve serving food to children; therefore, the employee must be free of symptoms and diagnosed diseases transmittable through food, especially Salmonella Typhi, Shigella Toxin producing Escherichia Coli or Hepatitis A virus.

Experience working with low income families beneficial. Good communication skills required. Basic level computer skills, internet and e-mail required. Must have a valid driver’s license, occasional driving to training and store. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to supervise infants and toddlers and ensure a safe environment including the ability to monitor and respond to events going on at all times in the classroom and outdoor play areas. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others in the environment. Must be able to perform duties in an active environment with changes in climate and noise level.

Physical Demands

Ability to lift up to 50# with frequent kneeling, crawling, stooping, bending, and sitting on the floor to attend to children’s needs. Ability to stand for the majority of the day.

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics
Job Title: Outreach Worker
Reports To: Community Services Supervisor
Supervise: Assistant
Status: Regular, Full-Time, Non-Exempt

Job Summary

Assist in activities and programs that support OOI’s mission to assist those with limited means
improve their quality of life through stabilization services and development opportunities.
Programs may include but are not limited to: Community Service Block Grant activities, Home
Energy Assistance Program, Emergency Solutions Grant and Family Development (Case
Management) Activities.

Duties and Responsibilities

1. Responsible for seeing that all programs are carried out in assigned service area including
assurance that guidelines, agency procedures, etc. are set forth and carried out correctly.

2. Responsible for assisting staff in recruiting families for impact driven programs (Family
Development activities, etc.).

3. Assist in tracking low-income families and individuals enrolled in impact driven programs.

4. Advertise available training opportunities; topics may include but are not limited to:
   Employment, Education, Income Maintenance, Nutrition, Energy Conservation, Health and
   Housing.

5. Maintain and appropriately secure files and records for all programs. Protect and ensure
   client confidentiality at all times.

6. Submit weekly, monthly, and quarterly reports to supervisor and/or designee.

7. Open and log mail. Answer telephone. Maintain office files and correspondence, including
   email.

8. Timely preparation and submission of timesheet, travel reimbursement, etc. Reviewed for
   accuracy before submitting for payment.

9. Review program files for accuracy and completeness prior to close-out reports and
   monitoring visits.

10. Cooperate with agency program staff to maximize services to target population.

11. Assist other staff in the areas of specialized knowledge.
Job Title  Outreach Worker

12. Actively participate in local area Resource Council and similar groups in order to keep informed of resources available to clients.

13. Maintain active partnerships throughout the community; annually update partnership agreements.

14. Furnish agency information to local school officials, public elected officials, target area councils and news media as needed to optimize positive publicity.

15. Work with local, county and state governments in planning and implementing projects or programs that would help low-income individuals which might be coordinated through their area or made available through their resources.

16. Attend training as required.

17. Responsible for requesting training or clarification of any job duties or assignments not understood.

18. Perform other duties as assigned.

Qualifications

High school diploma or equivalent. Training in family services or social service field preferred. Ability to adapt projects to local conditions and to plan and develop programs. Experience in working with and motivating low-income families beneficial. Knowledge of computer operation required. Valid driver's license and reliable transportation required. Must apply for, and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, long periods of sitting, reading and keyboarding, frequent driving within the service area, occasional driving to out-of-area functions.

Non-Physical Demands

Multi-task, repetitive review of similar documents, conflict resolution with demanding customers.
Job Duties: Parent & Volunteer Engagement

Job Summary:

Responsible for development and implementation of Parent Engagement components in accordance with Head Start Performance Standards; promote optimum Parent Involvement in the program; complete site reviews to monitor compliance with Head Start Performance Standards. Manage volunteers for the Head Start & Early Head Start programs. Coordinate Head Start Policy Council.

Duties and Responsibilities:

1. Coordinate and assist in public relations activities that promote parent involvement in the Head Start Program.

2. Responsible for Head Start Policy Council: selection process, communications, record-keeping and meeting supportive services.

3. Assist the Head Start Director and/or Program Manager in development and delivery of all Policy Council trainings, meetings and communications.

4. Lead center staff with development and distribution of periodic Head Start Newsletter.

5. Coordinate with Education Coordinator on Home Task Assignments to meet in-kind documentation requirements.

6. Maximize volunteer resources from parents and other community resources.

7. Responsible for development and coordination of M.A.D. and male involvement activities; assist classroom staff in maximizing participation in M.A.D. and male involvement activities.

8. Manage the collection and distribution of resource information and materials for families.

9. Coordinate Parent Meetings and training with community resources and professionals; manage contracts for services when required. Ensure all component areas are addressed according to schedule.

10. Coordinate with appropriate Head Start management staff to maintain current resource information for parent use.

11. Work with all other Head Start management staff to ensure Parent Involvement and Policy Council meet Performance Standards and correlates with all other Head Start Services.

12. Update Parent Involvement & Program Design and Management Service Plan(s) annually.

13. Responsible for collection of Non-Federal Share ("in-kind") from individuals and community resources (including center "in-kind" reports); check and certify all "in-kind", including certification of accuracy of data in database; complete and submitted to Finance Department by the 10th of each month.

Policy Council: 11/21/2016

Board of Directors: 11/21/2016
Job Duties: Parent & Volunteer Engagement

14. Obtain annual “In-Kind Space” donation documentation, including signature of responsible parties.

15. Assist centers to obtain speakers and/or training opportunities for Parent Committee Meetings.

16. Process classroom volunteers, including application, reference check and required Arkansas Child Maltreatment Central Registry and Criminal Record background checks. Maintain file on each active volunteer. Train classroom staff on volunteer requirements, including timesheets. Review volunteer timesheets for accuracy prior to submitting to finance department for in-kind processing.

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- Proficiency in computer operation, Excel and Word programs, typing and knowledge of general office machines required
- Experience working with low income families beneficial
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Ozark Opportunities, Inc.  

Job Description  

August 2019  

Job Title: Practice-based Coach  
Reports To: Child Development Manager  
Supervise: n/a  
Status: Exempt, Regular, Full-Time, Safety Sensitive Position  

Job Summary  

Responsible for the development of supplemental educational curriculum for classroom teachers that will deepen and expand the Pre-K educational experience for Head Start Students and their families.  

Duties and Responsibilities  

1. Integrate the precepts of Bloom’s Taxonomy with the Head Start curriculum; devise strategies to improve the knowledge and practice of teaching staff in its implementation. Provide individual guidance to teaching staff on implementation of approved curriculum, utilizing proven educational practices and techniques.  

2. Create a monthly literacy, math, or science lesson that utilizes innovative and higher level teaching techniques designed to promote higher level thinking skills in students. Provide on-site demonstration of each lesson in every classroom and train each teacher in developing skills on how to develop and teach similar lessons emphasizing higher level thinking skills. Model targeted teaching strategies for classroom staff development.  

3. Research, and apply for funding opportunities for enhancement activities. Seek no-cost, low-cost community resources for education enhancement curriculum activities.  

4. Incorporate Head Start domains and State frameworks within the enhancement curriculum.  

5. Develop Home Task Assignments that correlate with the enhanced units of study.  

6. Continue professional development (on-the job and independently). Share information and train teaching staff as appropriate.  

7. Assist the Education Coordinator in the School Readiness Agenda process, including implementation and evaluation of the plan. Assess and evaluate teaching staff adherence to the plan. Provide supplemental training and technical assistance to teaching staff as needed to improve implementation of the plan.  

8. Review lesson plans, staff meeting minutes, and Teaching Strategies Gold assessments submitted by teaching staff. Report to Education Coordinator any areas of concern on a weekly basis.  

9. Obtain and maintain CLASS certification. Serve as a member of the CLASS assessment team. Train teaching staff in implementation of all domains of the assessment.  

10. Assist the Education Coordinator in the development of the annual Education Component Plan.  

Policy Council: 10/30/2019  
Board of Directors: 11/21/2019
Job Title: Practice-based Coach

11. With the Education Coordinator, develop strategies to improve child outcomes and to strengthen and lengthen the program's relationship with our Head Start families. Assist the Head Start Team in the implementation of said strategies.

12. Serve as Co-Chair the Education Committee, comprised of teaching staff, parents, and interested community members.

Qualifications:

Required Knowledge, Skills & Abilities:

- Bachelor Degree in Early Childhood Education or equivalent is required.
- Must obtain and maintain CLASS Reliable Observer Certification (infant/toddler & pre K)
- Supervisory experience helpful
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- Verbal and written communication skills.
- Problem solving skills
- Basic knowledge of computer operation
- Valid and current driver's license with clean driving record
- Reliable Transportation
- Ability to transport self to and from OOI locations and out-of-area training sites
- Occasional out of town trips overnight
- Successful Criminal Records Check
- Successful Child Maltreatment Registry Check

Desired KSA's

- Experience working with low income families
- Supervisory experience
- Ability to lift up to 50#.

Physical Demands

Occasional lifting and moving of general office equipment, child development classroom furniture and materials, frequent driving within the 6 county service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration
Job Title: Program Coordinator (Healthy Families America)
Reports To: Community Services Manager
Supervise: Family Support Worker (Healthy Families America)
Status: Regular, Full-Time, non-exempt

Job Summary

Responsible for the day-to-day, hands-on management of the site, and is involved in program planning, budgeting, staffing, training/service, program evaluation and office management. The Program Coordinator may also be responsible for or involved in fundraising, facilitating ongoing collaboration with community/state partners, public relations, and maintaining positive working relationships with early childhood partners and providers.

The Program Coordinator provides ongoing, intensive, and professional supervision to the direct service staff. The supervision should be directed not only toward assuring quality of service provision, but also toward protecting the integrity and respect of the families served.

If Program Coordinator carries a caseload, responsible for initiating and maintaining regular (at least weekly) and long-term (up to five years) contact/support with families. This activity will occur primarily within the family's home; each visit should last for at least one hour. The interventions should be family-centered and strength-based and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family’s ability to problem solve and assume the role of advocate for themselves and their children. The activities may also include identifying and referring for contact/appointments at other supportive agencies, including health care appointments. The Family Support Worker will also be responsible for assisting the family in establishing goals and a plan for accomplishment of those goals, as well as the assessment of the normal growth and development of the target child.

Duties and Responsibilities

1. Responsible for day-to-day management of program and staff.

2. Weekly supervision time for each staff member, with a minimum of one and ½ hours allotted for each session.

3. Assist staff to support the families in developing realistic and effective support plans that will develop their capacity to become empowered to meet their (the families) objectives/goals; to understand why a family may not be making the expected progress and determine effective methods of intervention; and to allow the staff to express their concerns/frustrations in working with overburdened community and families to avoid burnout.

4. Assist in selection of new staff.

5. Responsible for orientation and in-service training of staff.

Ozark Opportunities, Inc. Job Description August 2020

Job Title: Program Coordinator (Healthy Families America)

7. Maintain data collection system.

8. Implement a quality assurance plan.

9. Act as liaison with other agencies and monitor contracts as well as the ongoing program development.

10. Provide activity reports for the monthly Agency Progress Report, quarterly CSBG report and reports as required by Healthy Families America.

11. Provide leadership to Healthy Families America program staff.

12. Meet weekly with families for at least one hour at the family’s home.

13. Develop and implement interventions that are family-centered and strength-based and directed at establishing a trusting relationship.

14. Assist the parents in improving their skills to optimize the home environment, improving the family support system and increasing the family’s ability to problem solve.

15. Assist the parents to assume the role of advocate for themselves and their children.

16. Assist the parents in identifying and accessing other supportive services, including health care appointment.

17. Assist the family in establishing goals and a plan for accomplishment of the goals.

18. Assess the normal growth and development of the target child.

19. Maintain long-term (up to five years) contact/support with families.

Qualifications:

Master’s degree in public health or human services administration or fields related to working with children and families preferred. Bachelor’s degree with 3 years relevant experience required. Infant mental health endorsement preferred (if available in the state). Experience with reflective practice and interacting with preschool children preferred. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license and reliable transportation. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check.

Policy Council: N/A

Board of Directors: 08/25/2020
Ozark Opportunities, Inc.  Job Description  August 2020

Job Title  Program Coordinator (Healthy Families America)

Selection Criteria:

- A solid understanding of or experience in managing, supervising, and motivating staff; as well as providing support in stressful working environments
- Administrative experience in human service or related field including experience in quality assurance/improvement and site development
- Experience in home visiting, with a strong background in prevention services to the 0-3 age population
- Experience in working with or providing services to children and their families which embrace the concepts of family-centered and strength-based service provision
- Knowledge of infant and child development and parent-child attachment
- Knowledge of maternal-infant health and dynamics of child abuse and neglect
- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience in providing services to and willingness to work with the culturally diverse populations present among the site’s target population
- Open to reflective practice

Physical Demands

Frequent driving within the assigned service area, occasional driving to out-of-area functions

Non-Physical Demands

Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration
Ozark Opportunities, Inc. Job Description August 2018

Job Title: Program Specialist
Reports To: Community Services Manager
Supervise: n/a
Status: Regular, Full-Time, Non-Exempt

Job Summary:
Strengthen and expand organization’s capacity to meet agency’s mission, “to partner with organizations, families, and individuals to provide services and empowerment opportunities for those with limited means to improve their quality of life.” Involved with corporate planning process, providing leadership and staffing to collaboration initiatives. Identifying, organizing, and implementing community initiatives and other new programs. Reporting on program/project results, and developing funding for agency programs and projects.

Duties and Responsibilities

1. Key member of ROMA Core Group. Reports outcomes from program efforts on a regular, scheduled basis. Trained in Results-Oriented Management Accountability (ROMA) requirements. Participates in the Arkansas’ CSBG ROMA workgroup. Understands how to identify service-driven outcomes, how to validate and analyze data, assess results, write reports, and report potential problems and solution strategies.

2. Develops programs/projects that promote OOI Mission by identifying initiatives that are aligned with OOI Mission, strategic direction and Needs Assessment. Gains stakeholder support of initiatives among appropriate networks, collaboratives, and institutions. Designs and facilitates work plans.

3. Assists with agency-wide planning for OOI strategic direction. Anticipates and communicates trends. Conducts and documents agency-wide Needs Assessment. Presents information to relevant OOI management and policy groups. Works with Community Services Director & Manager, CEO, and Strategic Planning Team to maintain an updated Strategic Plan. Designs program strategies in conjunction with appropriate managers.

4. Completes Community Engagement projects by assuming point person or support role for projects. Coordinates activities with Community Services staff and other appropriate agency staff and community partners to attain support needed for project completion.

5. Maintains and shares professional and technical knowledge by participating in educational workshops, taskforces and professional associations.

6. Builds and strengthens corporate reputation by conveying a positive posture of OOI and its programs. Maintains positive internal and external working relationships. And garners support for OOI, demonstrating ethical behavior and being customer-focused.

7. Maintain and appropriately secure files and records. Protect and ensure confidentiality at all times.
Job Title  Program Specialist

8. Contributes to corporate and work team effort by accomplishing related results as needed, i.e. Performs other duties as assigned.

Qualifications

Post-secondary Associates or advanced degree in public administration, social services or related field, or demonstration of equivalent experience. Experience in program development and administration of social service programs is preferred.

Self- Starter, computer skills (i.e. word processing, database programs and software trouble-shooting), time management, problem-solving, team-building, negotiating, managing multiple projects and tasks simultaneously, and organization skills a must.

Demonstrated knowledge of community and economic development concepts, management principles and methods, project development and implementation, budgeting, grant-writing, research methodologies and applications preferred. Must be able to communicate effectively orally and in writing, compose technical reports, grant applications and correspondence, and speak effectively in public.

Must demonstrate an ability to conduct training sessions. Experience working with low income families beneficial. Multi-task, work non-traditional hours as needed, out of area travel for training and meetings, frequent inter-departmental collaboration. Skilled knowledge in use of Microsoft Office required. Must have a valid driver’s license, frequent driving within the 6 county service area, & occasional driving to out-of-area functions and out of town trips overnight.

Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Occasional lifting (able to lift up to 50 lbs.) and moving of general office equipment, furniture and project materials, long periods of sitting and reading and keyboarding, frequent driving within the 6 county service area, occasional driving to out-of-area functions.
Job Duties: Safety

Job Summary

Responsible for development, implementation and follow-up in all areas of Safety Practices for Head Start as defined by Head Start Performance Standards and Law.

Duties and Responsibilities

1. Establish, train staff, implement and enforce a system of safety practices that ensure children are kept safe at all times; ensuring that the system addresses the requirements of the Head Start Performance Standards and Law.

2. Responsible for providing staff and parent training in the area of Safety; as needed.

3. Utilize resources as described in Head Start Performance Standards: Caring for our Children Basics (http://www.acf.hhs.gov/site/default/files/ecd/caring_for_our_children_basic.pdf)

4. The system must ensure child safety in agency facilities, equipment and materials, staff background checks, safety practices, hygiene practices, administrative practices and procedures (including emergencies, fire prevention and response, protection from contagious disease, handling, medication, child custody and child-specific health care needs and food allergy precautions), and disaster preparedness plans.

5. Coordinate OOI safety needs with area schools when center is located in school facility. Communicate and coordinate with schools to implement and maintain safety and emergency plans.

6. Insure all OOI facilities (including school-based) are safe and meet the needs of program staff. Yearly site-visits (minimum) to insure facility conditions are acceptable.

7. Maintain CPR/First Aid tracking system, keep renewals up-to-date.

8. Train staff on appropriate hygiene practices to ensure exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration (OSHA). Provide Bloodborne Pathogen Training to all new employees and annual update for all staff.

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- Five years' experience in the field may be substituted for formal education.
- Training in Family Services or Social Service Field helpful.
- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Job Duties: Training and Technical Assistance

Job Summary

Coordinate with the Educational Coordinator to execute the outcomes and mandates of the Head Start Education Performance Standards.

Duties and Responsibilities

1. Work with Head Start Director and Child Development Manager to develop a Training and Technical Assistance Plan on an annual basis. Develop an in-service training program for staff; determine training needed from outside sources. Develop career advancement program for staff.

2. Monitor Training and Technical Assistance (T/TA) expenditures and report budget balance to Head Start Director when requested.

3. Establish training needs of each OOI Head Start employee; insure maintenance of individual employee training record files; track all training provided to staff.

4. Act as liaison between Ozark Opportunities, Inc. and Child Development Associate credential providers.

5. Work with all Child Development Coordinators and Child Development Supervisors to ensure training is being conducted on all areas of Head Start.

6. As an ambassador of OOI Head Start, help maintain and build upon relationships with school district administrators and teachers, and community partners.

Qualifications:

Must meet General Qualifications of Child Development Coordinator.

Additional skills:

- Bachelor Degree in Early Childhood Education or equivalent is required.
- Supervisory experience helpful
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Job Title: Teacher (0-3)

Reports To: Center Supervisor

Supervise: none

Status: Child Development hourly, non-exempt, Safety Sensitive Position

Job Summary

Provide a positive, safe and supervised educational setting that promotes the social, emotional, physical and cognitive development of children enrolled in Early Head Start. Develop, plan and implement individual goals for children; provide ongoing assessment on progress; and facilitate transition into Head Start or other pre-K classroom settings.

Promote the involvement of the families of children in all aspects of the program and support the development of relationships between children and their families while supporting parents in their role as primary caretakers and educators of their children.

Duties and Responsibilities

1. Establish and maintain a safe, healthy learning environment and provide for children’s feeling of security away from home. Adhere to Head Start Performance Standards and Arkansas Minimum Licensing Requirements for Child Care Centers, and agency policies and procedures.

2. Supervise and monitor children at all times.

3. Follow consistent routines, which include feeding, diapering and toileting, napping, planned small and large group experiences, choice time, activities such as music and movement, large and small motor activities, and effective transitions between activities.

4. Respond to crisis or emergency situations that may occur. Provide first aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.

5. Meet the needs of all children; including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse.

6. Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.

7. Develop individual development plans that are developmentally appropriate to meet the child’s interests and developmental needs, incorporating mandated elements, parental and cultural influences, and promote the social, emotional, physical and cognitive development of the child.
8. Encourage experimentation, exploration, problem solving, cooperation, socialization and choice-making.

9. Provide the necessary interaction and environment that facilitates maximum child development and involvement.

10. Work with appropriate agencies in developing specialized planning for children/families in need.

11. Coordinate special needs staff in the classroom and develop a collaborative approach that benefits all children in the classroom and meets needs as specified on individual plans.

12. Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.

13. Document baselines, ongoing assessments, attendance, classroom issues, parent contact and home visits in appropriate database, as directed.

14. Communicate regularly with parents, regarding each child’s progress.

15. Responsible for Parent Involvement Services in the center; plan and conduct regular parent meeting with team members.

16. Assist parents in any way to benefit and reinforce their work as prime educator of their children. Provide an atmosphere that promotes and reinforces parental involvement. Model appropriate behavior and positive guidance techniques.

17. Conduct the required parent/teacher conferences and home visits for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and home.

18. Mandated reporter of suspected cases of Child Abuse and Neglect

19. Assist with food service and other classroom needs as requested

20. Attend meetings, trainings and appropriated professional development activities

21. Assure general maintenance and security of facility and assist with inventory of equipment and supplies

22. Assist with generating in-kind.

23. Perform other duties as assigned
Job Title: Teacher (0-3)

Educational Qualifications

CDA, Associate, Baccalaureate or advanced degree in early childhood education or development required. Experience teaching in an early childhood setting working with infants and toddlers preferred.

Other Qualifications/Knowledge, Skills and Abilities

Experience working with low income families beneficial. Supervisory experience helpful. Good communication skills required. Intermediate level computer skills, internet and e-mail required. Must have a valid driver's license, occasional driving to training and home visits. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to supervise infants and toddlers and ensure a safe environment including the ability to monitor and respond to events going on at all times in the classroom and outdoor play areas. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety or the safety of others in the environment. Must be able to perform duties in an active environment with changes in climate and noise level.

Physical Demands

Ability to lift up to 50# with frequent kneeling, crawling, stooping, bending, and sitting on the floor to attend to children’s needs. Frequent lifting and moving of classroom furniture and materials, frequent standing, walking, sitting on small furniture. Sits with children during family style meal times and eats the same “Head Start” lunch as the children, providing a model for good nutritional habits and table manners.

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics
Job Title: Teacher (ABC)
Reports To: Child Development Manager
Supervise: on-site classroom staff, day-to-day supervision
Status: Child Development Hourly, non-exempt, Safety Sensitive Position

Job Summary

Plan and implement learning experiences that advance the intellectual and physical development of children. Promote the involvement of the families of children in the ABC Program and support the development of relationships between children and their families. Promote school readiness for students and their families through focused initiatives.

Duties and Responsibilities

1. Plan and record on daily lesson plans appropriate center activities for the growth and development of the children

2. Establish and maintain a safe, healthy learning environment and provide for children’s feeling of security away from home. Develop and maintain a quality classroom learning environment as measured ECERS-R and ERS.

3. Ensure implementation of approved ABC Curriculum

4. Conduct activities necessary for effective center operations to benefit the education and welfare of the children

5. Responsible for development and maintenance of children’s portfolio (or record) and distribution to parents at end of school year

6. Conduct ongoing assessments on each child to monitor pre-reading, pre-math and language skills needed prior to entering kindergarten for successful transition into the public school system. Develop individual teaching strategies to promote school readiness

7. Assist parents in any way to benefit and reinforce their work as prime educator of their children

8. Facilitate staff and parent use of all other services that assist in the development of the child’s full potential and social competence for school readiness

9. Responsible for Parent Involvement Services in the center; including coordinating health/dental exams with parents

10. Responsible for sensory and developmental screenings within 45 days of enrollment using recognized and standardized screening tools.

11. Mandated reporter of suspected cases of Child Abuse and Neglect
Job Title  Teacher (ABC)

12. Report online work sampling of ABC children to the Arkansas Division of Child Care and Early Childhood Education or other designated agency using the prescribed software

13. Conduct 2 Parent-Teacher conferences each school year

14. May be asked to serve as Mentor-Coach

15. Perform other duties as assigned

Qualifications

Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education with experience teaching preschool children required. Arkansas teacher license with P-4 certification preferred. (License may not be provisional or initial). Experience working with low income families beneficial. Supervisory experience helpful. Excellent communication skills required. Intermediate knowledge of computer operation required. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

Physical Demands

Frequent lifting and moving of classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training and home visits,

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics
Job Title: Teacher (HS)
Reports To: Child Development Manager
Supervise: on-site classroom staff, day-to-day supervision
Status: Child Development Hourly, non-exempt, Safety Sensitive Position

Job Summary

Plan and implement learning experiences that advance the intellectual and physical development of children. Promote the involvement of the families of children in the Head Start Program and support the development of relationships between children and their families. Promote school readiness for students and their families through focused initiatives.

Duties and Responsibilities

1. Plan and record on daily lesson plans appropriate center activities for the growth and development of the children

2. Establish and maintain a safe, healthy learning environment and provide for children's feeling of security away from home. Develop and maintain a quality classroom learning environment as measured by Class Pre-K assessment tool.

3. Ensure implementation of approved Head Start Curriculum

4. Conduct activities necessary for effective center operations to benefit the education and welfare of the children

5. Conduct ongoing assessments on each child to monitor pre-reading, pre-math and language skills needed prior to entering kindergarten for successful transition into the public school system. Develop individual teaching strategies to promote school readiness

6. Assist parents in any way to benefit and reinforce their work as prime educator of their children, including Home Task Assignments

7. Facilitate staff and parent use of all other services that assist in the development of the child’s full potential and social competence for school readiness

8. Responsible for Parent Involvement Services in the center

9. Mandated reporter of suspected cases of Child Abuse and Neglect

10. Conduct home visits as required

11. May be asked to serve as Mentor-Coach

12. Perform other duties as assigned
Job Title: Teacher (HS)

Qualifications

Associate, Baccalaureate or advanced degree in early childhood education or in a field related to early childhood education with experience teaching preschool children required. Experience working with low income families beneficial. Supervisory experience helpful. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

Physical Demands

Frequent lifting and moving of Head Start classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training and home visits,

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare, communication with parents may be about delicate topics.
Job Title: Teacher Assistant (ABC)

Reports To: ABC Coordinator

Supervise: N/A

Status: Child Development hourly, non-exempt, Safety Sensitive Position

Job Summary

Assist the ABC Teacher to implement learning experiences that advance the intellectual and physical development of children. Promote the involvement of the families of children in the ABC Program and support the development of relationships between children and their families. Promote school readiness for students and their families through focused initiatives.

Duties and Responsibilities

1. Assist the ABC Teacher in planning daily lesson plans and appropriate center activities for the growth and development of the children.

2. Assist the ABC Teacher with preparation of instructional activities

3. Assist the ABC Teacher in the creation and development of interesting activities for the children

4. Assist the ABC Teacher to establish and maintain a safe, healthy learning environment and provide for children’s feeling of security away from home

5. Assist the ABC Teacher with Parent Involvement and Volunteer activities

6. Assist with planning and implementing the day-to-day learning activities of the children

7. Coordinate center volunteers and submit completed volunteer application, health card and reference checks to ABC Coordinator

8. Record and report volunteer in-kind contributions of center on a monthly basis to ABC Coordinator

9. Post weekly menu on Parent Bulletin Board

10. Mandated reporter of cases of Child Abuse and Neglect

11. May be asked to serve as Mentor Coach

12. May be asked to assist with ongoing assessments

13. Perform other duties as assigned
Job Title: Teacher Assistant (ABC)

Qualifications

Associate Degree in Early Childhood Education or Child Development or High school diploma or equivalent with CDA required; Experience teaching preschool children preferred. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation required. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

Physical Demands

Frequent lifting and moving of classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare,
Job Title: Teacher Assistant

Reports To: Child Development Manager

Supervise: n/a

Status: Child Development hourly, non-exempt, Safety Sensitive Position

Job Summary

Assist the Head Start Teacher to implement learning experiences that advance the intellectual and physical development of children. Promote the involvement of the families of children in the Head Start Program and support the development of relationships between children and their families. Promote school readiness for students and their families through focused initiatives.

Duties and Responsibilities

1. Assist the Head Start Teacher in planning daily lesson plans and appropriate center activities for the growth and development of the children.

2. Assist the teacher with preparation of instructional activities

3. Assist the teacher in the creation and development of interesting activities for the children

4. Assist the Head Start Teacher to establish and maintain a safe, healthy learning environment and provide for children’s feeling of security away from home

5. Assist the Teacher with Parent Involvement and Volunteer activities

6. Assist with planning and implementing the day-to-day learning activities of the children

7. Assist the Parent Committee chairperson to develop parent meeting calendar of activities

8. Coordinate center volunteers and submit completed volunteer application, health card and reference checks to Licensing Coordinator

9. Record and report volunteer in-kind contributions of center on a monthly basis to Volunteer Coordinator

10. Post weekly menu on Parent Bulleting Board

11. Mandated reporter of cases of Child Abuse and Neglect

12. May be asked to serve as Mentor Coach

13. May be asked to assist with ongoing assessments
Job Title: Teacher Assistant

14. Perform other duties as assigned

Qualifications

Associate Degree or High school diploma or equivalent with CDA required; Experience teaching preschool children preferred. Would consider candidate currently enrolled in CDA coursework. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver’s license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

Physical Demands

Frequent lifting and moving of Head Start classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare,
Job Title: Temporary Worker
Reports To: Child Development Classroom Staff Supervisor
Supervise: n/a
Status: Temporary, Hourly, Non-Exempt, Safety Sensitive Position

Job Summary

Assist staff by performance of duties required in the operation of the Early Childhood Education Programs. Serve as classroom substitute teacher assistant.

Duties and Responsibilities

1. Substitute at Child Development Classroom as assigned
2. Assist the teaching staff with preparation of instructional activities
3. Assist the teaching staff in the creation and development of interesting activities for the children
4. Assist the teaching staff to establish and maintain a safe, healthy learning environment and provide for children's feeling of security away from home
5. Assist the teaching staff with Parent Involvement and Volunteer activities
6. Assist with planning and implementing the day-to-day learning activities of the children
7. Assist the Family Support Worker with paperwork as needed
8. Mandated reporter of cases of Child Abuse and Neglect
9. Perform other duties as assigned

Qualifications

High school diploma or equivalent required with experience teaching preschool children preferred. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver's license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

Physical Demands

Frequent lifting and moving of Head Start classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture,

Non-Physical Demands
Multi-task, infrequent breaks from responsibility of childcare,
Ozark Opportunities, Inc.  Job Description  January 2020

Job Title  Temporary Worker
Reports To  Community Services Supervisor
Supervise  n/a
Status  Temporary, Hourly, Non-Exempt

Job Summary

Assist with Community Services Department programs and overall department operations.

Duties and Responsibilities

1. Responsible for helping administer active programs in the service area. Programs may include but are not limited to: Home Energy Assistance Program, SUCCESS activities, and various stability, support, and emergency assistance programs.

2. Duties may include but are not limited to processing Potential Eligibility Applications, assist with applicant interviews, tracking applications, data entry, scheduling appointments and answering questions regarding programs and resources available within the agency and in the community.

3. Open and log mail, answer telephone, maintain office files and correspondence.

4. Attend local Resource Council or similar groups in order to keep informed of resources available to clients.

5. Responsible for requesting training or clarification of any job duties or assignments not understood.

6. Maintain and appropriately secure files and records for all programs. Protect and ensure client confidentiality at all times.

7. Perform other duties as assigned.

Qualifications

Basic knowledge of computer operation required. Must have a valid driver’s license, reliable transportation, and clean driving record. Must apply for and pass criminal records check. Lift 50#.

Physical Demands

Occasional lifting and moving of general office equipment, long periods of sitting and reading and keyboarding.

Non-Physical Demands

Multi-task, repetitive review of similar documents, conflict resolution with demanding customers.
Ozark Opportunities, Inc.  Job Duties Addendum  August 2016

Duties:  Transportation Services

Job Summary

Responsible for development, implementation and follow-up in all areas of Transportation Services of Head Start as defined by Head Start Performance Standards and Law.

Duties and Responsibilities

1. Has primary responsibility for the development (and yearly update) of the Transportation Component Plan; ensuring that the plans address the requirements of the Head Start Performance Standards and Law.

2. Responsible for providing staff and parent training in the areas of Transportation; as needed.

3. Responsible for all aspects of Head Start Transportation services; including maintenance and tracking of bus and training and professional development plan for driver; when transportation services are provided by the program.

4. Maintain Head Start vehicle logs, check for accuracy and submit to Finance Department monthly.

5. Schedule regular maintenance, repair and cleaning of Head Start vehicles (at least monthly, more frequently as needed.)

Qualifications:

Must meet General Qualifications of Early Childhood Development Coordinator.

Additional skills:

- Supervisory experience necessary
- Must demonstrate an ability to conduct training sessions.
- Administrative experience and good communication skills required.
- occasional out of town trips overnight
Ozark Opportunities, Inc.  Job Description  August 2020

Job Title: Trauma Informed Specialist
Reports To: Child Development Manager
Supervise: n/a
Status: Regular hourly, non-exempt, Safety Sensitive Position

Job Summary

Responsible for supporting classroom staff in management of students who are displaying behaviors that may be due to trauma, underdeveloped socio-emotional skills, or other risk factors.

Duties and Responsibilities

1. Assist teaching staff in implementing student Behavior Plans
2. Assist Supervisor in managing students with behaviors related to socio-emotional issues.
3. Provide training to early childhood staff in working with children who are dealing with trauma as well as identifying these risk factors.
4. Assist classroom staff in managing students who have poor socio-emotional skills.
5. Identify resources for families living in a traumatized environment/situation.
6. Conduct home visits, as needed
7. Assist in monitoring the Ages and Stages Assessment/E-Deca.
8. Provide and model Conscious Discipline techniques and skills to teaching staff.
9. Communicate regularly with parents/guardians of children who are needing help building socio-emotional skills.
10. Observe classrooms who are struggling with behavioral issues and assist in the structuring of behavior plans with the Mental Health Coordinator.
11. Assist in classrooms in the absence of teaching staff.
12. Assist Supervisor in ensuring all data is entered into ChildPlus database.
13. Attend and participate in mandatory staff meetings, trainings, and other events as required.
14. Complete required professional development activities and trainings
15. Maintain appropriate personal and professional boundaries.
16. Mandated reporter of Child Abuse and Neglect
17. Perform other duties as assigned

Policy Council: 08/25/2020  Board of Directors: 08/25/2020
Job Title    Trauma Informed Specialist

Qualifications

Minimum of High school diploma or equivalent required; experience in early childhood education, early childhood mental health and behaviors preferred. Infant/Toddler and/or Pre-K Child Development Associate Credential preferred. Must possess strong personal coping skills and possess a flexible and adaptive style within the classroom. Must demonstrate willingness to obtain skills necessary for effective achievement of Head Start/Early Head Start Program goals. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation required. Must have a valid driver’s license, clean driving record and reliable transportation. Must apply for and pass all background checks required by law. Lift up to 50# and have physical ability to use authorized techniques for management of aggressive behaviors.

Physical Demands

Lift up to 50 pounds, Physical mobility in the classroom (get up and down off the floor, move at a fast pace, etc.) Frequent travel to classrooms in 6-county service area. Ability to attend occasional out-of-area training, requiring overnight stay.

Non-Physical Demands

Multi-task, infrequent breaks from responsibility of childcare. Occasional workdays may exceed the usual 8-hour schedule.