

SHASTA HEAD START CHILD DEVELOPMENT, INC

Infant Toddler Services Manager

Supervisor: Deputy Director

Classification: Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

The Infant Toddler Services Manager is responsible for planning and administering the infant toddler program services. Services must be coordinated with staff in other program content areas, to ensure best practices based on the theories and principles of infant and toddler growth and development.

Essential Duties and Responsibilities

- Plan, develop, and implement the Early Head Start program for children and families prenatal to three years of age, ensuring a comprehensive and integrated approach that meets Head Start Performance Standards.
- Ensure Early Head Start program falls within the framework of, and is developed in conjunction with, Shasta Head Start's Child Development program area.
- Responsible for the delivery of high quality services to pregnant mothers through pre and post natal visits, and an on-going system of care.
- Develop and coordinate training and provide guidance to staff, parents, and community on a variety of pertinent topics in the area of prenatal, infant and toddler development and relationships.
- Ensure on-going monitoring, tracking, follow-up and analysis of infant-toddler services and child outcomes to ensure high quality program approach.
- Maintain record keeping and reporting systems, schedules, timelines, policies and procedures for Early Head Start services.
- Ensure communication with staff, parents, program managers, consultants and community to enhance services to infants and toddlers and their families.
- Collaborate with community partners as needed to educate and enhance infant-toddler services, and as needed to ensure effective transition planning for infants and toddlers and their families leaving the Early Head Start program.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.

- Ability to write organized and accurate reports and other documents; ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to operate office equipment normally associated with this position; good keyboarding skills and ability to use Word, Excel and other Windows software programs, format and work in tables and to produce lengthy error free documents.
- Ability to work as a positive team member.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and requirements.

Education

Minimum

BA Degree in Early Childhood Education or related field.

Desired

BA Degree in Early Childhood Education.

Training and Experience

Minimum

Two years related experience with Infants and Toddlers

Desired

Two years related experience in Early Head Start.

Certificates, Licenses

- Child Development Permit

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Supervisors Signature

Supervisors Title

Date

Date