Title: Child & Family Services Manager (CFSM)  
Class: HS-6  
Supervisor: Executive Director  
Office Location: La Crosse

Job Summary:
The Child & Family Services Manager is responsible for managing a comprehensive Head Start Program as outlined in the Head Start Performance Standards with respect to Child and Family Outcomes; Supervision of Head Start Center Teachers; Staff Training and Facility Management. This person will be expected to exercise initiative, discretion and independent judgment in accomplishing assigned tasks. The Child & Family Services Manager is responsible for planning and organizing the major Education and Early Childhood Development, Disabilities, and Family and Community Partnership components of the Head Start program in designated Head Start sites. Tasks include Facility Management to ensure compliance with State of Wisconsin Day Care Licensing regulations; advising the Executive Director of areas of non-compliance within Head Start Performance Standards and any other regulation pertinent to the Head Start program. Work is performed under the general supervision of the Executive Director and within guidelines/policies established by Federal, State and HSCFDC, Inc.

Job Responsibilities:
- Implements Service Plans and policies and procedures relating to Early Childhood Education and Development, Parent Involvement, Community Partnerships, and Disabilities Services, and reviews and amends Service Plans on an annual basis;
- Manages Disabilities Services; may participate as a member of IEP teams, serves as a liaison between Head Start and LEAs regarding services and placement of children with disabilities; develops interagency agreements with local school districts, serves as staff consultant regarding follow-up services; dual enrollments; and refers children to appropriate disability-related services;
- Monitors site compliance with Head Start Performance Standards and State of Wisconsin Day Care Licensing Regulations using CFSM Monitoring Tool at regularly-scheduled site-visits;
- Implements Creative Curriculum model and outcomes assessment tools;
- Provides assistance to Teachers in the areas of recruitment, enrollment, screening, assessment and diagnosis;
- Provides facility management in designated sites regarding ADA compliance and recommendations for site correction plans; assures compliance with licensing requirements;
- Approves center supply/equipment purchases in excess of $500, monitors site purchases;
- Oversees Center budget categories, ensuring that line item budgets are not exceeded Finance Director and Executive Director approval;
- Makes monthly reports to Policy Council; may attend Center Parent Meetings;
- Serves as a member of the agency management team and attends meetings as required;
- Attends community agency meetings related to Head Start; participates as agency representative on community organizations as required;
- Makes home visits to Head Start families as required;
- Prepares correspondence and maintains records;
- Provides for and interviews all new Teachers, Aides, Interpreters, and Special Needs Aides;
- Arranges for and/or provides training to improve staff skills; and parent training needs;
- Collects and reports data as required by the Board of Directors, Policy Council, Executive Director, or Office of Head Start; and
- Does related work as required.
Supervisory Functions:
- Provides direct supervision/evaluation of all Teachers, Teacher Aides, Interpreters, and Special Needs Aides in designated sites;

Qualifications:
- Bachelors Degree in Early Childhood Education from a recognized college/university with at least 16 hours practicum; preferably holding a valid Teaching License from the Wisconsin Department of Public Instruction;
- At least 2 years experience in working with children and families in a Head Start setting; or a combination of experience and training which provides the required knowledge, skills and abilities;
- After assuming the position, and when offered by the agency, obtain the Social-Service Credential;
- Thorough knowledge of early childhood development;
- Ability to manage Head Start specific sites;
- Ability to plan and direct work of Head Start center staff;
- Demonstrated computer literacy in email and word processing applications;
- Ability to work cooperatively and collaborate with other managers;
- Ability to demonstrate creative problem solving skills, patience, good judgment, and resourcefulness in agency work;
- Ability to pass criminal background check and health screening;
- Possess a valid driver’s license and access to an insured motor vehicle; required to travel to four county area (La Crosse, Vernon, Monroe, and Crawford counties) to facilitate assignments to classroom sites, meetings or other off-site destinations; and

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

* Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.