



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Head Start Data Specialist

POSITION LOCATION:

5073 Clinton Street Road, Batavia NY 14020

PAY/HOURS: \$20-\$25/hour, Full Benefits
Full-time - 35 hours/week

QUESTIONS OR RESUME TO:

Human Resources
409 East State Street Albion, NY
14411
hr@caoginc.org 589-5605

RESPOND BY: Friday, June 28th, 2024

Note: Internal Candidates may respond with a letter of interest.

SUMMARY:

Responsible for the general organization, administration, and data management of the Head Start Sites in Orleans and Genesee Counties in accordance with established program policies and guidelines. Works closely with the Director and Leadership Team to facilitate the implementation of Head Start Federal Performance Standards within the Head Start program in Orleans and Genesee Counties.

MAJOR RESPONSIBILITIES

- Perform general data entry to ensure accurate and up-to-date records.
- Serve as Certification Coordinator after onboarding, managing certification records and ensuring compliance.
- Maintain Child Plus, FAMS, and Teaching Strategies databases, ensuring data accuracy and timely updates.
- Monitor and maintain performance standards, ensuring compliance with Head Start Federal Performance Standards. Includes annual Community Assessment updates, Self-Assessments, Customer Satisfaction Survey data, etc.
- Track and analyze all program data, identifying trends and providing reports to the Leadership Team.
- Collaborate with other departments as necessary to support data needs and program integration.
- Generate, schedule, and distribute reports as requested by Leadership Team members.
- Provide backup support from a Leadership perspective, assisting with administrative and supervisory tasks as needed.
- Conducts or oversees inspections at Head Start Sites and maintains inspection related documentation for all sites
- Maintains administrative documentation, program forms, and reports as required
- Consolidates monthly calendar for all Head Start locations, incorporating all content area activities
- Takes active part in Annual Self-Assessment and resulting program planning.
- Works closely with the Director, Managers and entire Leadership Team to develop strategies for effective integration of service delivery for children birth to 5.
- Provides primary coverage for Batavia site leader as necessary (Lunch, Break, Time-off, etc.)
- Provides coverage for other site leaders as required.
- Monitors, assists with and reports on facilities, child activities, classroom functioning, parent interactions, meal service, staff training, etc.
- Communicates with appropriate Leadership Team member(s) regarding programmatic concerns and carries out plans as needed.
- Coordinates with local school districts, agencies and / or outside service providers to exchange information regarding students with disabilities and those transitioning to kindergarten.

- As an integral part of the Head Start Leadership Team, provides information, data and projections at meetings. Works cooperatively with team to assure a totally integrated program of quality services, in keeping with regulations, program plans, Community Assessment and agency strategic plan.

REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's Degree in relevant discipline
- Experience obtaining, manipulating, and interpreting data from a number of sources.
- Experience with Microsoft Suite of products, specifically Excel.
- Previous experience in an Early Childhood Program/setting working directly with children a plus
- Project Management experience a plus
- This position requires a valid driver's license, an acceptable driving record, and acceptable insurance coverage limits per agency policies.
- Ability to maintain confidentiality of agency and client information
- Must meet general staff requirements of OCFS regulations.

Community Action is an Equal Opportunity Employer

EEO Contact Person: Tina Schleede
HR@caoginc.org