

Job Summary:

Oversee implementation of Head Start and other early childhood education program services for all program options within a geographic region in accordance with Federal, State and local regulations. Provide assistance to the Program Coordinator in areas of general program management including coaching, mentoring, supervising and training staff. Receives general supervision from the Program Coordinator III. Directly supervises Center Supervisors and indirectly oversees all regional staff.

Essential Functions:

- x Supervise, train, evaluate and discipline program staff within a geographic region.
- x Provide short-term and long-range planning for service delivery and training.
- x Ensure integration of program components including health, nutrition, and disabilities.
- x Oversee implementation of systems and procedures for the delivery of quality services.
- x Work in conjunction with management to develop center leadership on problem solving and conflict

ement needed and implement appropriate training.

- x Arrange and facilitate regular regional meetings with staff and provide for mandated trainings and updates to policies and procedures.
- x Promote a consistent exchange of information in all directions.
- x Ensure program compliance with codes of all state and local licensing agencies and grant requirements.
- x Monitor programs for compliance with federal performance standards, state regulations, program policies and procedures.
- x Facilitate case management meetings, consultations, and staff meetings.
- x Coordinate the integration of components through team development, integrated work plans, and collaboration.
- x Assure that quality services are delivered in a coordinated, integrated manner.
- x Assist with development and implementation of regional corrective action plans.
- x Monitor and manage regional budgets.
- x Assist in collecting, analyzing, and synthesizing data for use in program decision making.
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