

KIDS CENTRAL INCORPORATED

Position Descriptions

Table of Contents

(500) Senior Management

Assistant Director – Child & Family Services...	501
Assistant Director – Educational Services	502
Comptroller	503
Educational Services Director	504
Executive Director	505
Family & Community Partnerships Dir.....	506

(510) Management Staff

Disabilities Coordinator	511
Disabilities Coordinator/Home Base	
Supervisor	512
Education Supervisor	513
Accounting/Payroll Specialist	514
Food Services Specialist.....	515
Health Services Specialist.....	516
Human Resource Specialist.....	517

(520 – 570) Support Staff

(520) Education

Bus Driver	521A
Bus Driver/Classroom Assistant.....	521B
Classroom Assistant	522A
Classroom Assistant/Driver	522B
Classroom Assistant/Cook/Housekeeper	523
Classroom Teacher.....	524
Early Head Start Caregiver	525A
Early Head Start Caregiver/Driver	525B
Early Head Start Home Visitor	526
Early Head Start Lead Caregiver	527
Home Visitor	528
Substitute.....	529

(530) Family Services

Family Advocate	531
Family Advocate – Family Involvement Specialist	532
Family Advocate – Family Involvement Specialist/Disabilities Assistant	532A
Family Services/MIS Rep.....	533

(540) General Workers

Bus Monitor	541
General Worker	542
Janitor	543
On-Call Substitute	544
Administrative Aide	545

(550) Health Services

Health Services Assistant	551
---------------------------------	-----

(560) Maintenance

Maintenance Worker.....	561
-------------------------	-----

(570) Transportation

Garage Helper	571
Mechanic.....	572

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Assistant Director – Child and Family Services

PERFORMANCE
PROFILE SOURCE: Senior Staff

DEPARTMENT: Executive

SUPERVISES: Family Advocates, Home Visitors, Health Services Specialist,
Mental Health Consultants, Disabilities Consultants

REPORTS TO: Executive Director

 X Exempt Non-Exempt

PRIMARY FUNCTION: The Assistant Director for Child and Family Services, supervising a qualified staff of professionals, is responsible for the delivery of social services, disabilities services, mental health services, and Home base program services for Head Start and Early Head Start divisions of Kids Central, Inc. The Assistant Director for Child and Family Services will ensure all the Head Start program mandates and standards for excellence are met and will ensure a high-quality program of support is being delivered to our children and families. This position develops the structure, systems, and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. At the discretion of the Executive Director, some responsibilities may be delegated to other staff. The Assistant Director for Child and Family Services must have experience working with young children, knowledge of culturally relevant services in the community, knowledge of treatment in the areas of child behavior management and family crisis intervention, ability to work with families and staff, ability to provide or contract for emergency counseling, and treatment and referral.

ESSENTIAL FUNCTIONS:

1. To work collaboratively with parents, staff, mental health professionals, and the larger community in the delivery of mental health services to the children, parents, and staff.
2. Responsible for identifying children who may have a disability, assuring appropriate intervention and services, and for managing, implementing and evaluating comprehensive programs for children with disabilities and their families enrolled in Kids Central, Inc. Head Start and Early Head Start programs. This position involves interpretation of complex laws and regulations, as well as involvement with other organizations that provide services to children with disabilities.
3. Under the general direction of the Executive Director, has primary responsibility for planning, organizing, and implementing the Social Service/Family Advocacy (Family and Community Partnership) service area. Recruits and enrolls children. Develops and implements

individualized family partnership agreements with parents and acts as community liaison for the agency.

4. Supervises the Home Base/Home Visitor program for Kids Central, Inc. ensuring the established curriculum of Kids Central, Inc. is being delivered in a quality, effective, and timely manner.

ESSENTIAL RESPONSIBILITIES:

1. Assures the compliance with all funding source mandates, all applicable laws and regulations, and assures that standards which exceed the minimum are being met.
2. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
3. Assures that the program serves the number of eligible children for which it is funded.
4. Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
5. Works with other organizations in the community to foster collaboration as defined by federal Head Start regulations.
6. In conjunction with the Board of Directors, staff and Policy Council, leads planning meetings in which long and short-term goals for improvement are established.
7. Assists in conducting a complete Community Assessment every three years and an up-date during the intervening years.
8. In conjunction with staff, Policy Council, and the Board of Directors, assists meeting the non-federal share requirement for Kids Central, Inc.
9. Facilitates the continuing professional development of all staff as part of the commitment to excellence.
10. Maintains effective, appropriate and timely communication with the Board of Directors, Policy Council, and staff including:
 - a. Attending all regular and special meetings, and committee meetings
 - b. Providing a written report to the Board of the programmatic status of the program and of the administrative activities since the last meeting monitoring results, and strategies to resolve problems
11. Monitors the implementation of the responsibilities of Home Visitors through observation, weekly or bi-weekly supervisory meetings, team meetings, and review of files and documentation.

12. Assumes an active role in the annual program self-assessment.
13. Assures remediation of any non-compliance found in assessment, and incorporates recommendations into planning for the improvement of the program.
14. Provides and/or secures training and technical assistance for staff.
15. Completes and submits regular reports to our funding sources, the Board of Directors, and the Policy Council.
16. Assures accurate, complete, and confidential maintenance of employee and client records.
17. Assures that all center-level documentation and reports are complete, up-to-date, and accurate by serving on the staffing team for Kids Central, Inc.
18. Conducts staff performance evaluations and development plans.
19. Schedules time for classroom observations, giving teachers time to meet and discuss observations and recommendations with Kids Central Staff and consultants.
20. Invites consultants to participate in the development and implementation of the specific plan for children with special needs, including participation in child's IEPs or IFSPs if indicated.
21. Ensures staff is trained in mental health services, disabilities services, ERSEA requirements, and safety at pre-service and in-service meetings, according to training requirements.
22. Ensures the maintenance of required program records and follows Kids Central's procedures regarding confidentiality.
23. Participates in local associations and groups serving community children (mental health services) and their families representing Kids Central children and families.
24. Assists the transition of children receiving mental health services to their next destination, ensuring a smooth and efficient process, with full parental participation.
25. Ensures that all developmental screenings are completed within 4 weeks of child's entry into program.
26. Plans and delivers, or secures, individualized and/or group training for staff and parents, during parent meetings, pre-service week, and parent committee meetings, etc.
27. In close communication with the Director, negotiates and secures interagency agreements with all local education agencies (LEA) and child and approved consultants in counties where Kids Central provides services.
28. Assures the referral of children to the LEA and approved consultants when the need arises.
29. If the child meets the state criteria, participates in the LEA's writing of the IEP/IFSP.

30. If a child does not meet the state criteria but does meet Head Start's criteria, ensures parents' consent and permission forms are signed, coordinates the diagnostic process to be completed by a multidisciplinary team, develops the IEP/IFSP following established timelines, and implements the plan, delivering quality services.
31. Assists in setting, clarifying and communicating disabilities services standards and laws to staff and parents, when required or requested.
32. Reviews Family Advocates work in assisting parents in developing individualized short- and long-term goals and in accomplishing them.
33. Coordinates efforts to encourage community members and parents as volunteers.
34. Ensures the delivery of social services, emergency and non-emergency services, directly or through referrals.
35. Coordinates the development and update of the community resources directory. Responds to children's three-day absences and follows up according to procedure.
36. Performs ongoing recruitment and documents accordingly.
37. Ensure that visits are made to each center to observe classroom or contract this requirement to a qualified consultant. Discuss observations and recommendations with classroom staff.
38. Participate in the development and implementation of the mental health program by providing input and recommendations.
39. Promote the emotional development of children, staff and parents by providing training and information on mental health.
40. Lead responsibility for parent involvement in education services as per Head Start requirements.
41. Coordinate the transition of children to kindergarten and assist with the children's transition to their next destination.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

ADDITIONAL REQUIREMENTS

1. Understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision making.
2. Demonstrate understanding of Head Start philosophy and mental health services to children, their families, and staff.

3. Knowledge of the challenges and strengths of low-income families.
4. Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems.
5. Positive leadership ability.
6. Good interpersonal and communication skills, including ability to work with a minimum of supervision and as an effective member of a team.
7. Familiarity with child development or early childhood education.
8. Understanding of the current state of social welfare, laws, and concepts of empowerment of adults.
9. Knowledge of community resources and the social services system.
10. Experience organizing, implementing, and managing multiple responsibilities under pressure.
11. Experience in the use of computer data base and/or word processing.
12. Ability to manage time efficiently.
13. Demonstrate understanding of Head Start philosophy and the current principles of inclusion, natural environments and services to children with disabilities and their families.
14. A minimum of one year experience working with infants, toddlers, or preschoolers with disabilities and their families.
15. Knowledge of developmentally appropriate practices, diagnostic tests screening tools and assessments, and laws protecting individuals with disabilities.

SKILLS/KNOWLEDGE REQUIRED

- Master's degree preferred or bachelor's degree or equivalent in early childhood education, child development, social welfare, public administration, human resources, day care administration, or one of the social sciences
- Minimum of three years pre-school management experience
- Demonstrate understanding of principles and functions of leadership and management.

WORK ENVIRONMENT: This position requires tasks that may involve possible exposure to blood, bodily fluids, or tissues (generally, only observing in the classroom). Possible exposure to movement, travel, light lifting, work on a computer station, and other standard job

requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____

Approved by: _____ Date: _____

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Assistant Director – Child and Family Services**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	Numbers on page
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Assistant Director – Educational Services

PERFORMANCE
PROFILE SOURCE: Senior Staff

DEPARTMENT: Executive

SUPERVISES: Education Supervisor, Teachers, Assistants, Caregivers, Bus Drivers, and Bus Monitors

REPORTS TO: Executive Director

☒ Exempt ☐ Non-Exempt

PRIMARY FUNCTION: The Assistant Director for Educational Services is responsible for assuring all the Head Start program mandates and standards for excellence are met on a daily basis and has responsibility for the daily oversight of center operations, including assurance of compliance with minimum standards and standards established to assure a high-quality program. Under the supervision of the Executive Director, oversees and directs the planning, organizing, and implementation of education services for children. These services contribute to the increased social competence in children and the recognition and enhancement of parents as the primary educators of their children. This position develops the structure, systems and procedures to facilitate this. In addition to operating responsibility for fiscal, legal, and programmatic aspects of the program, it bears the responsibility of assuring that the program is strategically positioned for the future. As the discretion of the Executive Director, some responsibilities may be delegated to other staff.

KEY ROLES:

1. Assures the compliance with all funding source mandates, all applicable laws and regulations, and assures that standards which exceed the minimum are being met.
2. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
3. Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.
4. In conjunction with the Assistant Director for Child and Family Services, assures that the program serves the number of eligible children for which it is funded.

5. Reads management and leadership material and program-related material to keep abreast of developments in comprehensive early childhood programs.
6. Works with other organizations in the community to foster collaboration as defined by federal Head Start.
7. In conjunction with the Executive Director and Board of Directors, staff, and Policy Council, leads planning meetings in which long and short-term goals for improvement are established.
8. Assists in conducting a complete Community Assessment every three years and an update during the intervening years.
9. In conjunction with the Board of Directors, Staff, and Policy Council, meets the non-federal share requirement.
10. Facilitates the continuing professional development of all staff as part of the commitment to excellence.
11. Maintains effective, appropriate communication with the Board of Directors, including:
 - a. Attending all regular and special meetings, and committee meetings
 - b. Providing a written report to the Board of the fiscal and programmatic status of the program and of the administrative activities since the last meeting monitoring results, and strategies to resolve problems
 - c. Communication of relevant information from the funding sources
12. Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
13. Assumes an active role in the annual program self-assessment.
14. Assures remediation of any non-compliances found in delegate or grantee assessment, and incorporates recommendations into planning for the improvement of the program.
15. Provides and/or secures training and technical assistance for all staff.
16. Completes and submits regular reports to the funding sources, the Board of Directors, and the Policy Council.
17. Monitors the program's administrative cost, assuring it does not exceed the allowed amount.
18. Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents, and the Board to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.

19. Maintains open lines of communication with staff, Board of Directors, Policy Council and the community.
20. Assures that classrooms and playgrounds are well-equipped.
21. Monitors the inventory of site materials, supplies, and equipment; approves or makes purchases for the center, staying within the established budget and working with the Financial Services Assistant procurement procedures.
22. Assures accurate, complete, and confidential maintenance of employee and client records.
23. Conducts staffing and participates in team meetings.
24. Assures that all center-level documentation and reports are complete, up-to-date, and accurate.
25. Conducts staff performance evaluations and development plans.
26. Attends meetings and trainings, as requested, to keep abreast of trends in the various service areas.
27. Participate in pre-service training deliver pre-service and monthly in-service training sessions to teaching staff.
28. Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; Head Start child development outcomes; and thorough knowledge and application of Developmentally Appropriate Practices.
29. Monitor the implementation of Kids Central, Inc. approved curricula in the classroom.
30. Supervise all classroom practices – room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies.
31. Supervise children's assessment, including observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports.
32. Supervise that home visits and parent conferences are done per Kids Central, Inc. requirements and that they are used to discuss the child's individual development and progress, assisting the parents in developing observational skills and soliciting parent observations.
33. Lead responsibility for implementing family literacy program.
34. Identify and prioritize materials and equipment needed in classrooms and playgrounds, and coordinate with Executive Director in making purchases.

35. Work cooperatively with other Kids Central, Inc. staff to plan education services integrated with health, mental health, dental health, nutrition, parent involvement, and social services.
36. Attend staff training and meetings, and Board and parent meetings as requested.
37. Assist individual staff members in identifying their training needs, and improving their knowledge and abilities.
38. Assist in recruiting and orienting volunteers, providing them with guidance as needed.
39. Complete and submit required reports to the Executive Director, Board of Directors, and Policy Council in a timely and accurate fashion.
40. Evaluate the performance of teaching staff, at the end of probation and annually thereafter, and recommend subsequent personnel action to Executive Director.
41. Assure that files and documentation are complete, accurate, and confidentially maintained.
42. Perform other duties as may be required.

Additional Requirements:

1. Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in training, evaluation, and program development.
2. Requires effective interpersonal and oral communication skills for supervisory duties.
3. Requires effective writing and oral communication skills to conduct meetings and training sessions, and to prepare reports that are clear, complete, comprehensive, and use good grammar and punctuation.
4. Successful experience working in a team setting.
5. Ability to present a positive image of the organization to members of the community.
6. Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
7. Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder.
8. Must be able to lift 55 pounds.
9. Must be able to travel, enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions.
10. Experience successfully working with a culturally diverse staff and clients.

11. The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

SKILLS/KNOWLEDGE REQUIRED

- Bachelor's Degree in early childhood education or child development; or in any related field with at least 18 credit hours in early childhood education, and experience teaching children of pre-school age.
- Master's Degree preferred or Bachelor's degree or equivalent in Early Childhood Education, Child Development, social welfare, public administration, human resources, day care administration, or one of the social sciences, and a minimum of three years pre-school management experience.
- Have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education.
- Proof of a physical examination within the last six (6) months, which includes a tuberculosis test, and comply with other background checks as required by the agency and/or DSS licensing.
- Personal qualifications include emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities.
- Have education or experience in collaborating with parents in the education of their children.
- Have an understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision making. Experience in human services program management, including program planning, operations and evaluation, and the use of management information systems. Leadership ability. Good interpersonal and communication skills, including the ability to work as part of a team.
- Ability to work a flexible schedule including some evenings and/or weekends
- Ability to work effectively with a minimal daily guidance
- Knowledge of community resources
- Successful experience in working in a team setting

WORK ENVIRONMENT: This position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Assistant Director – Educational Services**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 55 pounds</p> <p>Up to 55 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	Numbers on page
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Comptroller

PERFORMANCE
PROFILE SOURCE: Senior Staff

DEPARTMENT: Executive

REPORTS TO: Executive Director

X Exempt ___ Non-Exempt

PRIMARY FUNCTION

In accordance with the elements of competence established for Head Start and Early Head Start accounting personnel, the Comptroller will manage all financial functions including: accounting, payroll, financial operations, personnel, employee benefits, insurance coverage, legal requirements and donor (in-kind reports). The Comptroller will also process and record all assigned financial transactions (payables and/or receivables) in the general ledger. Compile regular reports to monitor adherence to budget targets and prepare regular financial statements for senior management, Policy Council and Board of Directors as well as all government/regulatory agencies. The Comptroller will prepare tax filings and coordinate the annual audit activities with external auditors.

KEY ROLES

Leadership

1. Establish and implement policies and procedures for all financial management function, ensuring appropriate controls and compliance with generally accepted accounting practices.
1. Compiles regular financial reports to support management level decision making regarding Kids Central's fiscal health.

Strategic Planning

1. Collaborate with the Executive Director, Parent Council, and Board of Directors to develop annual income and expense budget. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of Kids Central.
2. Oversee the process for identifying and evaluating opportunities for improved financial operation, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.

Resource Development

1. Seek and secure financial support and resources by managing:
 - a. The preparation of the annual request for Head Start and Early Head Start funds.
 - b. All assets and investments of Kids Central including real property, equities, bonds and other assets.

Resource Management

1. Lead organizational planning and development of operating and fund account budgets and control expenditures against budget.
2. Ensure the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
3. Ensure a productive work environment within the finance and accounting function.
4. Ensure the maintenance of accurate and timely financial records by entering processing and reconciling transactions in accordance with established procedures and formats.
5. Implement day-to-day accounting activities processing all financial transactions and reports through administrative systems, consistent with Kids Central policies and procedures.

Partnership Development

1. Develop collaborative partnerships with Kids Central staff, consultants, auditors, vendors and service providers to establish and maintain professional links.

ADDITIONAL RESPONSIBILITIES:

1. Responsible for management and administration of all employee benefits programs.
2. Responsible for maintenance of all personnel and payroll records.
3. Responsible for training staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.
4. Responsible for the Human Resources office of KCI.
5. Responsible for the purchasing of equipment and supplies for KCI.
6. Attends meeting of Senior Staff, Policy Council, Board of Directors and other committees in an advisory role, as requested.
7. Plans, organizes, and directs the program workload and activities of the financial section as it relates to performance standards and other governmental guidelines.

8. Coordinates and consults in developing or selecting, administering, interpreting, and reporting the financial program and procedures.
9. Prepares and implements internal operating policy procedures and ensures compliance with all record keeping requirements.
10. Coordinates supervision and evaluation of the Human Services Officer and the Procurement Bookkeeper.
11. Conducts staff meetings at a regular interval with all staff.
12. Prepares the Head Start and Early Head Start grant applications.
13. Reports to governing bodies on related activities of the position.
14. Responsible for policies and procedures related to finance.
15. Keeps other program staff apprised of financial issues.
16. Responsible for non-federal share contributions (in-kind) documentation.
17. Maintains confidentiality of all program-related information.
18. Demonstrates working knowledge of overall Head Start goals and philosophy.
19. Interprets and enforces the policies and procedures regulations applicable to the job component.
20. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
21. Performs such other tasks and assumes such other responsibilities as requested by the Executive Director, Policy Council or the Board of Directors.

RELATIONSHIPS:

Internal: Maintains contact with the Board of Directors, Parent Policy Council, staff, parents, volunteers and the community to provide technical assistance in matters of financial operations. The Comptroller interacts regularly with Executive Director, Policy Council and the Board of Directors to develop fiscal policies and budgets, and to present regular reports in an advisory capacity.

External: Maintains contact with external auditors, vendors, insurance carriers, benefit providers, and other groups to maintain effective accounting operations, manage costs, share information and resolve problems.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration. A Master's degree is preferred.
- A minimum of three (3) years work progressively responsible work experience managing the accounting function in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision; the recruitment and retention of key personnel; and budget management.
- Strong communication skills, both verbal and written.
- Strong organization and analytical skills.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, Policy Council members, community groups, and other related agencies and people.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Comptroller**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 10 pounds

Up to 10 pounds

Up to 10 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	Numbers on page
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: **Educational Services Director**

PERFORMANCE
PROFILE SOURCE: **Senior Staff**

DEPARTMENT: **Executive**

REPORTS TO: **Executive Director**

 X Exempt Non-Exempt

PRIMARY FUNCTION:

The Educational Services Director is responsible for the development implementation and ongoing evaluation of the Head Start and Early Head Start education programs of Kids Central. As an integral part of that responsibility, the Educational Service Director will plan, coordinate and supervise teacher in-service (professional) development, agency-assisted training, and the agency volunteer program to ensure teacher competence and to promote teacher excellence. Furthermore, the Educational Services Director will provide to the Executive Director, the Policy Council, and the Board of Directors appropriate and meaningful assessment of the effectiveness of the educational programs.

KEY ROLES:

Leadership

1. Provide leadership and direction to staff through participation in Center staff meetings and parent meetings, when scheduling permits, to facilitate communication of issues affecting the Head Start Program.
2. Supervise the implementation and delivery of classroom and home based Head Start educational services and activities.
3. Work with the Executive Director and other administrative staff to promote a positive climate aimed at achieving the goals of Kids Central, Inc. with specific regard to the quality of educational service provided.

Strategic Planning

1. Conduct ongoing program evaluation, including the monthly compilation of statistical reports of activities, attendance, and participation, and an annual written analysis of the needs and interests of parents and children in our programs.

2. Present a monthly report of activities and needs of the Centers and programs to the Board of Directors and to the Policy Council.

Resource Management

1. Participate in the development of the annual budget, recommend the purchase of supplies and equipment, and manage budgetary expenditures.

Program Development and Oversight

1. Supervise classroom instruction, demonstrate lessons, and evaluate teacher performance.
2. Locate, select, and provide appropriate professional development opportunities for teachers, aides, and volunteers and support such endeavors through the regular staff meeting.

Specifically, the Educational Services Director will

- a. Establish goals and objectives
- b. Plan, organize, and implement in-service projects and training.
- c. Hold periodic staff meetings with department heads and others for the purpose of identifying and achieving needed training goals.
- d. Supervise and evaluate the performance of all program staff.
- e. Explore innovative ideas and concepts and devise realistic plans and programs that may be adopted or implemented.
- f. Assist in interviewing prospective employees for the Education Division in conjunction with the Senior Staff, Board of Directors, and Parent Policy Council.

Partnership Development

1. Develop collaborative partnerships with public, civic groups, and social agencies within the community. Represent the organization and interpret its objectives, standards and programs. Support Board Committees, as assigned.
 - a. Serve as a liaison between KCI and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Marketing and Public Relations

1. Participate in activities to maintain good public relations of KIDS Central's programs, services, and activities. Coordinate with the Executive Director all publicity for programs and services.
2. Develop and implement a variety of means to communicate to our diverse audiences.

- a. Assist with the publishing of the organization's bi-monthly newsletter.
- b. Explore and implement means of communicating educational program policies and procedures to staff.

ADDITIONAL RESPONSIBILITIES:

1. Supervise the Early Head Start program.
2. Evaluate the home-based and center-based policies and procedures of the Head Start and Early Head Start programs.
3. Establish goals and objectives for training projects and programs.
4. Plan, organize, and implement Head Start and Early Head Start in-service projects and trainings.
5. Meet regularly with Head Start and Early Head Start staff to establish future goals and identify training needs.
6. Supervise all Head Start and Early Head Start components to ensure they meet all program and curriculum guidelines.
7. Monitor and review Head Start and Early Head Start records to ensure that they comply with federal, state and local guidelines and performance standards.
8. Serve as primary coordinator and consultant in the development or selection of Head Start or Early Head Start programs and procedures as well as administer, interpret, and report on the quality of programs.
9. Evaluate, on a regular basis, the performance of teachers and home visitors in Head Start and Early Head Start.
10. Plan and conduct monthly Head Start and Early Head Start staff meetings and trainings.
11. Coordinate the selection and purchase of all Head Start and Early Head Start equipment and materials as specified in the cost principals and curriculum needs of KCI.
12. Prepare and revise Head Start and Early Head Start forms as needed.
13. Participate in activities to continue professional growth.
14. Help prepare the Head Start and Early Head Start budget.
15. Attend training and conferences as requested.
16. Maintain confidentiality of all privileged information.
17. Prepare and update annually the Head Start and Early Head Start Written Education Plans.

18. Perform such other tasks and assume such other responsibilities as requested by the Executive Director.

RELATIONSHIPS:

Internal: Maintain close, daily contact with education staff to interpret and explain organizational mission, program objectives and standards, and necessary information. Maintain contact with center staff, parents, and the Board of Directors and the Parent Policy Council.

External: Maintain contact with external community groups, schools, parents and others to assist in resolving problems and to publicize KIDS Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in Education from an accredited college or university.
- Master's Degree in Early Childhood Education / Child Development, Administration / Supervision, or a related area preferred.
- A minimum of five years work experience in supervision and/or Early Childhood teaching required.
- Understanding of social and economic background and developmental needs of children and families.
- Demonstrated ability to organize, direct, and coordinate staff and programs.
- Strong verbal and written communication skills.
- Ability to manage multiple tasks and to independently develop solutions to problems.
- Ability to establish and maintain effective working relationships with staff, Board members, community groups, and other related agencies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Educational Services Director**

A. Physical Requirements

- | | |
|--|---|
| 1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment | Explanation
Up to 10 pounds
Up to 10 pounds
Up to 10 pounds
Automobiles, office equipment |
|--|---|

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
- a. One Hand
- b. Both Hands
14. Fine Manipulating:
- a. One Hand
- b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

1. Eyesight
- a. Normal/Corrected
- b. Close Eye Work
- c. Other
2. Hearing
- a. Normal Tones
- b. Soft Tones
- c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
- a. Touch
- b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Executive Director

PERFORMANCE
PROFILE SOURCE: Senior Staff Management Team

DEPARTMENT: Executive

REPORTS TO: Board of Directors

X Exempt ___ Non-Exempt

PRIMARY FUNCTION

In accordance with the elements of competence established for Head Start and Early Head Start Executives, the Executive Director is responsible for managing the strategic planning and operation of the program, in support of organizational mission and goals. Collaborates with the Board of Directors and Parent Policy Council in developing organizational goals; attaining/allocating resources and establishing policies. The Executive Director is responsible for the administrative program of the agency. The Executive Director provides direction to staff in carrying out the key roles assigned to them.

KEY ROLES

Leadership

1. Ensure the effective operation and delivery of programs and services within the Head Start classroom and community.
2. Support the organization's mission and principles
3. Maintain an environment that facilitates the achievement of Head Start and Early Head Start program outcomes
4. Ensure programs, activities and services that support the Head Start and Early Head Start programs are within Performance Standards of the ACF
5. Establish and monitor adherence to policies and procedures
6. Provide professional guidance to the Board of Directors and the Parent Policy Council

Strategic Planning

1. Implement a strategic planning process that results in the development and implementation of a quality strategic plan.

2. Identify and evaluate opportunities for improvement and implement plans for improvements.

Board Development

1. Identify, recruit and develop effective Board members as identified in the By-Laws of the agency.
2. Ensure active participation by Board members and support effective Board relations and functioning. Ensure Board committees are provided with the information and support necessary to fulfill their objectives.

Resource Development

1. Coordinate with the Comptroller in the development of an annual budget for all Head Start and Early Head Start programs and services.
2. Develop strategic plans to generate revenues through a variety of funding sources. Identify, cultivate and solicit donors. Oversee planning and implementation of special events.
3. Provide guidance to the Board of Directors, Parent Policy Council and other groups performing resource development functions.

Resource Management

1. Implement administrative and operational systems to support effective operations of the Head Start and Early Head Start programs.
2. Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development.

Technology

1. Develop and implement plans for updating existing technology and resources.
2. Develop a web site that is pro-active for the organization
3. Ensure that staff have up-to-date computers to work on
4. Ensure the maintenance of all technology and information management systems

Partnership Development

1. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other family and youth serving organizations, parents, families, supporters, civic clubs, businesses and corporations.

Marketing and Public Relations

2. Increase visibility of Head Start programs and services and maintain good public relations.

ADDITIONAL RESPONSIBILITIES:

1. Serves as Chief Executive Officer of Kids Central.
2. Effectively manages the day-to-day operations of the agency.
3. Assumes responsibility for recommending and enforcing agency policies and procedures as approved by the Board of Directors and the Parent Policy Council.
4. Organizes, coordinates, and assists in defining and articulating the vision, mission and direction of the agency in collaboration with the Board of Directors, Parent Policy Council, staff and the community.
5. Facilitates long-term and short-range planning throughout the agency.
6. Works to achieve agency goals and objectives by providing ongoing support to staff through the utilization of effective conflict resolution, team-building and motivational techniques.
7. Assists in the development, review and implementation of policies and procedures in concert with appropriate staff, Board of Directors, and Parent Policy Council.
8. Interprets and ensures compliance with all contractual agreements; federal and state laws, statutes, regulations and standards; operating policies and any other regulations applicable to the agency.
9. Recruits, hires, develops, motivates and supports staff using clearly articulated goals, performance objectives and fair evaluation procedures in accordance with state and federal law and agency personnel policies and procedures.
10. Ensures open, precise and effective communication among and between the Board of Directors, Parent Policy Council, staff, parents and the community.
11. Assumes responsibility for the implementation of effective internal controls that adequately safeguard federal, state and local funds.
12. Facilitates the development of grant refunding applications in collaboration with the Board of Directors, Parent Policy Council and staff; seeks new funding streams and resources to support agency programs.
13. Monitors the administration and management of facilities, materials and equipment.
14. Coordinates and supervises the work of senior administrators and executive support staff.
15. Attends and assists in organizing all meetings of the Board of Directors.

16. Takes affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to services that are responsive to their needs. Coordinates Head Start and Early Head Start services with other sponsored programs in the community for full utilization of resources and services.
17. Promotes the continuing and meaningful involvement of parents in all aspects of the Head Start program; ensures the provision of education and training for parents as required by the Head Start performance standards.
18. Develops a proactive public relations program to ensure positive reception of the Head Start program in the communities served.
19. Assumes responsibility for personal professional growth and development.
20. Cooperates successfully as a member of the team.
21. Communicates effectively with others, giving and receiving feedback on the quality of services.
22. Responsible for the eligibility, recruitment, selection, enrollment and attendance for all children and families eligible for Head Start/Early Head Start services.
23. Responsible for obtaining non-federal share contributions.
24. Maintains confidentiality of all program-related information.
25. Demonstrates working knowledge of Head Start goals and philosophy.
26. Plans and assists with annual budgeting.
27. Assumes the primary role of Food Service management for the agency.
28. Performs such other tasks and assumes such other responsibilities as requested by the Board of Directors.

RESPONSIBILITIES:

Internal: Maintains close contact with the Board of Directors, Parent Policy Council, staff , parents, volunteers and the community.

External: Maintains contact with potential and current donors, external community groups, parents, school officials, and others as required.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Human Services, Education, or Administration. A Master's degree is preferred.

- Minimum of five years work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education.
- Working knowledge of community agencies and Head Start performance standards.
- Understands social and economic background and development needs of children and families.
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision, facilities management, communications, and budget management.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, community groups, and other related agencies and people.
- Endorses the Head Start philosophy with the ability to implement its principle or shared authority and decision making.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Chair – Board of Directors

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Executive Director**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
			X	
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: **Family and Community Partnerships Director**

PERFORMANCE
PROFILE SOURCE: **Senior Staff**

DEPARTMENT: **Executive**

REPORTS TO: **Executive Director**

X Exempt Non-Exempt

PRIMARY FUNCTION:

Develops, coordinates, implements, monitors, and evaluates all aspects of the community partnership component for KCI, including public awareness, community partners, Policy Council support, and publications, oversees the operations of the facilities and transportation fleet owned and operated by KIDS Central, Inc. and communicates, via all media, the work and accomplishments of the agency.

KEY ROLES

Leadership

1. Oversee the implementation and delivery of services and activities that facilitate the mission of KIDS Central.
2. Serves as a member of the Senior Management Team assisting in making administrative decisions on matters affecting the operations of KCI.

Strategic Planning

1. Oversee the identification and evaluation of opportunities to improve service effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve agency performance, as appropriate.

Resource Management

1. Coordinate with the Comptroller of Kids Central in the development of an annual budget for the services and programs in which the Family and Community Partnerships Director is primarily responsible.
 - a. Conduct an annual audit/inventory of all equipment for the corporation recommending the sale of surplus items and the procurement of needed items for the program.

- b. Implement and maintain a playground inspection and scheduled maintenance program.
- 2. Manage administrative and operational processes, overseeing the maintenance and repair of buildings, equipment, buses, automobiles, and property owned by Kids Central.
 - a. Assist with the negotiation, development, maintenance, and implementation of all contracts for buildings, grounds usage, transportation agreements and other contracts for the agency.
 - b. Maintain all contracts and agreements the agency is honoring and keep the Board of Directors informed on all matters relating to facilities and transportation.
 - c. Coordinate transportation services for all segments of Kids Central's program
- 3. Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
 - a. Conduct annual evaluations and on-board observations of all bus drivers.
 - b. Ensure that transportation needs of children with disabilities are met.
 - c. Supervise and evaluate the performance of all maintenance staff.
 - d. Supervise and evaluate the performance of all mechanics on staff.
- 4. Plan and implement a staff development and training program.
 - a. Develop and implement a training program for all bus drivers using "Behind the Wheel" and other Classroom Instruction programs to ensure the CDL licensing for all drivers.

Partnership Development

- 1. Ensure that all partnership agreements entered into by KCI are accurate and up-to-date.
- 2. Assist staff with the development of partnership agreements.
- 3. Catalog and maintain all executed partnership agreements which are binding or non-binding on KCI.
- 4. Support Board Committees, as assigned

Marketing and Public Relations

- 1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.
- 2. Development and implement various ways to communicate to our various audiences.

- a. Share the supervision and task assignment of the Family Services/MIS Representative.
- b. Publish the organization's bi-monthly newsletter.
- c. Create a user friendly and staff accessible web-site on the internet for the purpose of improving communications between Kids Central and the public and our staff.

ADDITIONAL RESPONSIBILITIES:

1. Maintain current American Red Cross Instructor Certification
2. Maintain current Certified Playground Safety Inspector Certification
3. Maintain current CDL driving license.
4. Plans, organizes, and directs the program workload and activities of the family service section as it relates to performance standards and other governmental guidelines.
5. Coordinates and consults in developing or selecting, administering, interpreting, and reporting the Family and Community Partnership program and procedures.
6. Serves as a liaison with citizen groups, state/local government staff, professional groups and the public as a representative of KCI and the Head Start Program.
7. Develops and maintains community partnerships in support of program activities and services.
8. Prepares and implements internal operating policy procedures and ensures compliance with all record keeping requirements.
9. Coordinates supervision and evaluation of the Family Advocates, Bus Drivers, and Bus Monitors.
10. Conducts staff meetings at a regular interval with all segments of operations staff.
11. Assists and contributes to the preparation of grant applications and ongoing budget.
12. Oversees the recruitment, training, and scheduling of parent activities.
13. Reports to governing bodies on related activities of the position.
14. Responsible for policies and procedures related to enrollment and attendance.
15. Works with the Policy Council and serves as a resource for the Parent Committees.
16. Assists parents in developing, scheduling their own social and developmental activities, encourage and support parents in addressing community needs.

17. Keeps other program staff apprised of parent issues, assists staff in designing and implementing a comprehensive, well integrated plan for parent involvement that crosses all service areas.
18. Responsible for the Fatherhood Program for KCI.
19. Responsible for eligibility, recruitment, selection, enrollment and attendance requirements for all children and families eligible for Head Start and Early Head Start services.
20. Responsible for non-federal share contributions (in-kind).
21. Maintains confidentiality of all program-related information.
22. Demonstrates working knowledge of overall Head Start goals and philosophy.
23. Interprets and enforces the policies and procedures regulations applicable to the job component.
24. Attends training and conferences s directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
25. Plans and assists with annual budgeting and prepares monthly purchase requisitions in coordination with the Comptroller.
26. Performs such other tasks and assumes such other responsibilities as requested by the Executive Director or the Board of Directors.

RELATIONSHIPS:

Internal: Maintains close contact with assigned staff to provide technical assistance in matters or operations; interacts regularly with Executive Director and as assigned with the Board and its committees.

External: Maintains contact with external community groups, schools and others.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university.
- A minimum of five years work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, facilities management; communications; and budget management.
- Strong communication skills, both verbal and written.

- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, community groups, and other related agencies and people.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Family and Community Partnerships Director**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 50 pounds

Up to 50 pounds

Up to 50 pounds

Automobiles, office equipment, shop tools, lifts, pulleys, dollies

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
			X	
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Disabilities Coordinator

PERFORMANCE
PROFILE SOURCE: Management Staff

DEPARTMENT: Education

REPORTS TO: Assistant Director

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

To be responsible for coordinating disability services for children and families enrolled in the Head Start and Early Head Start programs of Kids Central.

KEY ROLES:

Leadership

1. Responsible for the development, implementation and annual update of the disabilities and mental health services plans to meet the special needs of children with disabilities and behavioral or mental health issues in accordance with Head Start performance standards.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board committees, as assigned.
 - a. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Supports staff throughout the process of assessing children, including initial screenings, ongoing developmental and specializes assessments, to identify children that may have a disability or a mental health concern.
2. Develops and maintains an effective system for referring children suspected of having a disability to the LEA, Early Intervention, or other appropriate provided for further evaluation.
3. Develops and maintains an effective record-keeping and reporting system that monitors the provision of services for children with disabilities.
4. Works collaboratively with Mental Health professionals to coordinate services for children and families with diagnosed problems.
5. Works collaboratively with local school districts, Early Intervention programs, and parents to coordinate services for children with disabilities.
6. Maintains written, comprehensive service agreements with local education agencies (LEA) and Early Intervention programs to ensure children with disabilities receive all mandated services.
7. Works with the local education agency (LEA) and Early Intervention programs to establish an interdisciplinary team of staff, parents and professionals to develop and implement an individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) for children with disabilities.
8. Maintains regular contact with staff and parents to monitor the implementation of services for children with disabilities and/or mental health issues.
9. Works with local mental health and other health providers to assure children with disabilities and/or mental health issues receive appropriate preventative and therapeutic health care.
10. Works with transportation staff to assure that transportation services for children with disabilities are responsive to their needs.
11. Works in collaboration with foods services personnel and the registered dietitian to assure children with disabilities receive nutrition services that are responsive to their needs.
12. Assists and trains staff on recruiting children with disabilities, including children with severe disabilities, for enrollment in the Head Start and Early Head Start programs.
13. Works as an advocate for children with disabilities and their families within the community to promote access to necessary services.
14. Cooperates successfully as a member of a team.
15. Communicates effectively with others, including giving and receiving feedback on the quality of services.

16. Maintains confidentiality of all program related information.
17. Demonstrates working knowledge of overall Head Start goals and philosophy.
18. Interprets and enforces the policies and procedures regulations applicable to the job component.
19. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
20. Plans and assists with annual budgeting and prepares monthly purchase requisitions in coordination with appropriate staff.
21. Performs such other tasks and assumes such other responsibilities as requested by the Assistant Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the program are being met and services are being provided. Maintains contact with all staff, parents and the Board of Directors and the Parent Policy Council.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Early Childhood Education, Special Education, or related field.
- Three years experience in education, early intervention or human services related field.
- Training and/or experience securing and individualizing services for children with disabilities preferred.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards for the provision of services for children with disabilities.
- Working knowledge of federal and state laws governing the provision of services for children with disabilities and their families.
- Demonstrated understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.

- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Disabilities Coordinator**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: **Disabilities Coordinator/Homebase Supervisor**

PERFORMANCE
PROFILE SOURCE: **Management Staff**

DEPARTMENT: **Education**

REPORTS TO: **Assistant Director**

X Exempt Non-Exempt

PRIMARY FUNCTION:

To be responsible for coordinating disability services for children and families enrolled in the Head Start and Early Head Start programs of Kids Central, and to monitor and ensure Kids Central's homebase education staff has direction, guidance, supervision and assistance in delivering quality services to our children and families.

KEY ROLES:

Leadership

1. Responsible for the development, implementation and annual update of the disabilities and mental health services plans to meet the special needs of children with disabilities and behavioral or mental health issues in accordance with Head Start performance standards.
2. Provide leadership and direction to homebase staff in the management of their designated duties.
3. Assist in the recruitment and selection process for the hiring of qualified homebase staff.
4. Works with the Assistant Director to manage the assigned education staff and review their production, attendance, attitude, work schedules, and other facets of their employment ensuring that all children are receiving services of Head Start.

Strategic Planning

1. Assists the Long Range Planning Committee with reports and data concerning enrollment.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board committees, as assigned.
 - a. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Supports staff throughout the process of assessing children, including initial screenings, ongoing developmental and specializes assessments, to identify children that may have a disability or a mental health concern.
2. Develops and maintains an effective system for referring children suspected of having a disability to the LEA, Early Intervention, or other appropriate provided for further evaluation.
3. Develops and maintains an effective record-keeping and reporting system that monitors the provision of services for children with disabilities.
4. Works collaboratively with Mental Health professionals to coordinate services for children and families with diagnosed problems.
5. Works collaboratively with local school districts, Early Intervention programs, and parents to coordinate services for children with disabilities.
6. Maintains written, comprehensive service agreements with local education agencies (LEA) and Early Intervention programs to ensure children with disabilities receive all mandated services.
7. Works with the local education agency (LEA) and Early Intervention programs to establish an interdisciplinary team of staff, parents and professionals to develop and implement an individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) for children with disabilities.
8. Maintains regular contact with staff and parents to monitor the implementation of services for children with disabilities and/or mental health issues.
9. Works with local mental health and other health providers to assure children with disabilities and/or mental health issues receive appropriate preventative and therapeutic health care.
10. Works with transportation staff to assure that transportation services for children with disabilities are responsive to their needs.

11. Works in collaboration with foods services personnel and the registered dietitian to assure children with disabilities receive nutrition services that are responsive to their needs.
12. Assists and trains staff on recruiting children with disabilities, including children with severe disabilities, for enrollment in the Head Start and Early Head Start programs.
13. Works as an advocate for children with disabilities and their families within the community to promote access to necessary services.
14. Keeps the Assistant Director informed of the activities and problems of the education staff in the homebase program.
15. Responsible for all assigned homebase staff personnel acting as a link from direct service providers to administration.
16. Assists with the development of policies and procedures related to education staff duties, standards, and outcomes.
17. Supervises the preparation and maintenance of all required record keeping and reports.
18. Interprets and enforces Kids Central policies and administrative regulations.
19. Coordinates with the Parent Policy Council and Parent Committees, and serves as a resource for the Parent Committee.
20. Assumes responsibility for the safety and administration of the homebase operation.
21. Responds appropriately to written and oral requests for information.
22. Working knowledge of overall Head Start goals and philosophy.
23. Cooperates successfully as a member of a team.
24. Communicates effectively with others, including giving and receiving feedback on the quality of services.
25. Maintains confidentiality of all program related information.
26. Demonstrates working knowledge of overall Head Start goals and philosophy.
27. Interprets and enforces the policies and procedures regulations applicable to the job component.
28. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
29. Plans and assists with annual budgeting and prepares monthly purchase requisitions in coordination with appropriate staff.

30. Performs such other tasks and assumes such other responsibilities as requested by the Assistant Director or the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the program are being met and services are being provided. Maintains contact with all staff, parents and the Board of Directors and the Parent Policy Council.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Early Childhood Education, Special Education, or related field.
- Three years experience in education, early intervention or human services related field.
- Three years relevant supervisory experience.
- Training and/or experience securing and individualizing services for children with disabilities preferred.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards for the provision of services for children with disabilities.
- Working knowledge of federal and state laws governing the provision of services for children with disabilities and their families.
- Demonstrated understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Disabilities Coordinator/Homebase Supervisor**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Education Supervisor

PERFORMANCE
PROFILE SOURCE: Management Staff

DEPARTMENT: Education

REPORTS TO: Assistant Director – Educational Services

X Exempt Non-Exempt

PRIMARY FUNCTION:

To ensure Kids Central's education staff has direction, guidance, supervision and assistance in delivering quality services to our children.

KEY ROLES:

Leadership

1. Provide leadership and direction to staff in the management of their designated duties.
2. Assist in the recruitment and selection process for the hiring of qualified staff.
3. Working with the Head Start Director manage the assigned education staff and review their production, attendance, attitude, work schedules, and other facets of their employment ensuring that all children are receiving services of Head Start.

Strategic Planning

1. Assists the Long Range Planning Committee with reports and data concerning enrollment.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board Committees, as assigned.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central's programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Keeps the Executive Director informed of the activities and problems of the education staff in all Head Start centers.
2. Responsible for all assigned staff personnel acting as a link from direct service providers to administration.
3. Assists with the development of policies and procedures related to education staff duties, standards, and outcomes.
4. Supervises the preparation and maintenance of all required record keeping and reports.
5. Interprets and enforces Kids Central policies and administrative regulations.
6. Coordinates with the Parent Policy Council and Parent Committees, and serves as a resource for the Parent Committee.
7. Assumes responsibility for the safety and administration of the center/site's operation.
8. Cooperates successfully as a member of a team.
9. Communicates effectively with others, including giving and receiving feedback on the quality of services.
10. Responds appropriately to written and oral requests for information.
11. Maintains confidentiality of all program related information.
12. Working knowledge of overall Head Start goals and philosophy.
13. Interprets and enforces the policies, procedures and regulations applicable to the job component.
14. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative of the agency.
15. Plans and assists with annual budgeting and prepares monthly purchase requisitions.
16. Performs such other tasks and assumes such other responsibilities as requested by the Assistant Director or the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the program are being met and services are being provided. Maintains contact with senior.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Human Services, Early Childhood Education, or related field.
- Three years relevant supervisory experience.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Demonstrated understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All the duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Education Supervisor**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Accounting/Payroll Specialist

PERFORMANCE
PROFILE SOURCE: Management Staff

DEPARTMENT: Finance

REPORTS TO: Comptroller

X Exempt Non-Exempt

PRIMARY FUNCTION:

Primary support to Kids Central's Comptroller providing support and assistance for all functions of finance with focus on payroll and administration of non-federal share program. Responsible for overseeing procurement activities for the agency and works closely with the Comptroller in the administration of the financial needs of Kids Central. Utilize both automated and manual bookkeeping/accounting techniques to process data and complete reports and other documentation.

KEY ROLES:

Leadership

1. Responsible for the purchasing process from all departments of Kids Central including, but not limited to, purchase orders, placing vendor orders, checking invoices from vendors, requesting approval for invoices to be paid and any follow up needed.

Resource Management

1. Manage financial resources, stocks of materials, and the flow of necessary items for Kids Central to do business on a day-to-day basis without delays or shortages.
2. Participates in the development of the annual budget.
3. Assists in the control of expenditures making recommendations for expenditures to purchased supplies and equipment.

Partnership Development

1. Assist in the development of collaborative partnerships with vendors and service providers who supply Kids Central with goods and services.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for KIDS Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Serves as assistant to the Comptroller.
2. Acts as purchasing agent for Kids Central, Inc.
3. Responsible for the procurement of goods and services for the benefit of Kids Central and contract compliance in accordance with the Head Start Program Performance Standards, state and federal laws and agency policies and procedures.
4. Responsible for in-kind documentation.
5. Responsible for inventory of and documentation for the Parent Policy Council Store
6. Assists staff with timely procurement services to ensure smooth program operations.
7. Researches and reviews information on purchases and strives to get the best value for the dollar for Kids Central.
8. Review and calculate time sheets on a routine basis, follow up and process.
9. Code timesheet activity to appropriate accounts and follow up with reports as needed.
10. Calculate, print and insure distribution of paychecks utilizing computerized payroll system.
11. Generate, audit and maintain files of all payroll activity, following required retention schedules for all payroll related documents.
12. Keep current on wage and hour laws and insure wages are paid following current guidelines.
13. Provide report of monthly employee leave balances.
14. Assist Comptroller in preparation and updating of finance procedures.
15. Assist Comptroller in maintaining computerized financial record keeping systems.
16. Provide support in all phases of the accounting office; assume other accounting functions, including accounts payable and receivable with required.
17. Act as accounting resource person for accounting and agency staff as needed.
18. Track capital equipment and maintain files in accordance with federal regulations.

19. Assist Comptroller with budget preparation.
20. Assist Comptroller with internal and external audit preparation.
21. Provide all other fiscal requirements as needed.
22. Attend occasional meetings, trainings, etc. as needed or required.
23. Prepare related correspondence reports and statements assisting the Comptroller wherever possible.
24. Code and enter accounts payable data into computerized record keeping system.
25. Maintain records filing system.
26. Cooperates successfully as a member of a team.
27. Communicates effectively with others, including giving and receiving feedback on the quality of services.
28. Maintains confidentiality of all program related information.
29. Demonstrates working knowledge of overall Head Start goals and philosophy.
30. Interprets and enforces the policies and procedures regulations applicable to the job component.
31. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
32. Plans and assists with annual budgeting and prepares monthly purchase requisitions in coordination with appropriate staff.
33. Review purchase orders and match with invoices and payment authorizations.
34. Calculate freight and other additional charges.
35. Process invoices by coding accurately according to budget component and payment authorization.
36. Prepare checks for signature and file supporting documentation.
37. Assist Comptroller with applications of grant budgets and policies.
38. Generate, audit and file payable reports as well as all supporting documentation.
39. Performs such other tasks and assumes such other responsibilities as requested by the Comptroller and the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure materials are available for use by staff in the administration of the program.

External: Assists in promoting good relations with vendors and service providers for Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Accounting or related field, preferred.
- Three years relevant management experience.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards.
- Demonstrates working knowledge of procurement policies and procedures, cost principles and other specific areas relating to the Head Start Program.
- Demonstrated understanding of principles and functions of leadership and management.
- Demonstrates capability to effectively manage multiple tasks and responsibilities.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Accounting/Payroll Specialist**

A. Physical Requirements

- | | |
|--|---|
| 1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment | Explanation
Up to 10 pounds
Up to 10 pounds
Up to 10 pounds
Automobiles, office equipment |
|--|---|

5. Sitting
 6. Standing
 7. Walking
 8. Bending
 9. Stooping
 10. Crawling
 11. Climbing
 12. Reaching Above Head
 13. Grasping:
 a. One Hand
 b. Both Hands
 14. Fine Manipulating:
 a. One Hand
 b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
 2. Outside Work
 3. Exposure to Dust, Fumes, Odors, Water, Etc.
 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

1. Eyesight
 a. Normal/Corrected
 b. Close Eye Work
 c. Other
 2. Hearing
 a. Normal Tones
 b. Soft Tones
 c. Other
 3. Distinguish Smells
 4. Distinguish Temperatures By:
 a. Touch
 b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Food Services Specialist

PERFORMANCE
PROFILE SOURCE: Management Staff

DEPARTMENT: Health/Nutrition

REPORTS TO: Executive Director

 Exempt X Non-Exempt

PRIMARY FUNCTION:

The Food Service Specialist, working with the Executive Director, will ensure that all matters related to food service for Kids Central are planned, implemented, evaluated, and reported. The food and nutrition program of Kids Central spends \$200,000 per year on supplies for food and is responsible for one of the largest components of the overall program. The Food Service Specialist should have the experience and the qualifications to carry out the functions of the position with efficiency and effectiveness.

ESSENTIAL FUNCTIONS:

Utilizing the services of a qualified consultant, will develop menus and meal patterns that meet the USDA guidelines for reimbursement and the DSS rules for infants and toddlers. The Food Service Specialist will work with the Policy Council in the development of the menus and all policies regarding food service. The Food Service Specialist will be responsible for the central stores/food division of Kids Central and will ensure supplies and menu items are available to all center staff and to all home base programs. The Food Service Specialist will contract with outside vendors where necessary to provide meals for meetings and special events.

KEY ROLES:

Leadership

1. Responsible for the development, implementation and annual update of the food and nutrition program, ensuring that the food/nutrition component meets the needs of the children and families in accordance with the Head Start Performance Standards.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Assist the designated Classroom Assistants/Caregivers and Substitutes with all matters related to food service.
2. Perform administrative tasks in support of the food preparation process, including documentation maintenance of records.
3. Plans menus annually for implementation in all areas of KCI operations.
4. Collaborate with Nutrition Consultant to plan nutritious meals and snacks for Head Start students, parents, and teachers.
5. Ensure production/preparation, delivery of service of meals in accordance with established standards of nutrition, health and sanitation.
6. Request and evaluate bids from various food vendors in compliance with performance standards ensuring Kids Central is getting the best price and the best service.
7. Develop and monitor contracts with vendors, People Incorporated, and where necessary, public school districts.
8. Verify vendor orders and reconcile invoices with billing statements, insuring accuracy in deliveries, quantities, and prices.
9. Respond efficiently and appropriately to unexpected staff shortages, equipment malfunctions etc while maintaining strict meal schedules.
10. Maintain records of food and supply purchases, including how much sent to various sites.
11. Maintain records of monthly meal census.
12. Process requests and written orders for food, equipment, and supplies from classroom sites.
13. Assist Nutrition Consultant in development of recipes to accommodate special diets and monitor individual children's needs.
14. Attend meetings and trainings as required, including an annual board presentation of USDA budget.
15. Ensure completion of all relevant USDA/CACFP forms (income statements, special diet documentation, summary reports).
16. Design and deliver nutrition training to staff and parents.

17. Perform site visits to each classroom a minimum of three times per year (evaluate based on USDA and Head Start Performance standards).
18. Assist in providing training which meets the needs of personnel designated to prepare and serve food to our children and families.
19. Provide USDA and related training to direct service and food service staff including program rules involving meal patterns, minimum portion size, recordkeeping requirements, and sanitation.
20. Assign and verify weekly inventory of food and supplies and ensure food and supplies are delivered to the centers in a timely manner.
21. Ensure that safety, sanitation and health standards are met by food service staff.
22. Plan and supervise routine cleaning and maintenance schedules for the center's kitchen and kitchen equipment.
23. Collaborate with Health and Nutrition Consultants in the provision of nutrition education for parents, teachers, and other staff.
24. Collaborates with health and nutrition consultants in the presentation and dispersal of nutrition education.
25. Perform other duties as assigned.

RELATIONSHIPS:

Internal: Maintains daily contact with staff to ensure goals of the program are being met and services are being provided. Maintains contact with all staff, parents and the Board of Directors and the Parent Policy Council.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Minimum of Associate Degree and certificate in Food Service Management or a related Bachelor's Degree preferred. Bachelor's Degree in Family and Consumer Studies with emphasis in Child Development/Food Service/Nutrition highly desirable.
- Minimum two years experience in supervision of a large scale food production operation meeting USDA Child Care Food Program (CCFP) standards, including hiring, supervision and training experience.
- Strong math and clerical/bookkeeping skills related to invoicing, receiving and administration of other food service/production documentation.

- Strong computer and keyboarding skills (word processing, data entry, spreadsheets, etc.)
- Thorough knowledge of and experience with bulk food purchasing, large quantity food preparation, and operation of food service equipment.
- Experience in menu planning including meeting needs of diverse populations and special diets.
- Knowledge of sanitation and health standards required in a large-scale food preparation environment.
- Experience in training development and presentations to large groups.
- Strong time management skills and ability to meet deadlines essential.
- Excellent organizational and verbal/written communication skills.
- Hold a valid Virginia driver's license, be CPR/First Aid certified, and have a current TB test.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Food Service Specialist**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 30 pounds</p> <p>Up to 30 pounds</p> <p>Up to 30 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Health Services Specialist

PERFORMANCE
PROFILE SOURCE: Management Staff

DEPARTMENT: Health/Nutrition

REPORTS TO: Assistant Director – Child and Family Services

 X Exempt Non-Exempt

PRIMARY FUNCTION:

The Health Services Specialist is responsible for managing, planning, implementing and evaluating comprehensive health/dental and environmental safety for children and their families enrolled in Kids Central's Head Start and Early Head Start programs. This position involves interpretation and communication of complex regulations and medical data and terminology. Extensive interaction with children, staff, parents, and the larger community is also required.

KEY ROLES:

Leadership

1. Responsible for the development, implementation and annual update of the health/nutrition program, ensuring that the health/nutrition component meets the needs of the children and families in accordance with the Head Start Performance Standards.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board committees, as assigned.
 - a. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Ensures that all enrolled children are up-to-date on a schedule of age appropriate preventive and primary health care within four weeks of child's entry and as services become due. Works collaboratively with parents to arrange any needed medical, dental, or nutritional examinations and immunizations, keeping in mind parents work schedules.
2. In collaboration with parents and other staff, develops a written follow-up plan and arranges re-screening, further diagnostic testing, examination and treatment for each child found to have medical, dental or nutritional problems. Assist parents as needed with identifying available resources to obtain prescribed medications, aids, or equipment for medical and dental conditions.
3. Obtains informed signed parental consent and release of information for all health, dental and nutritional services provided to children by the program or its contracted service providers; encourages parental presence and participation at these health services; and, informs parents in writing of the results of all services.
4. Identifies health, dental, and emergency service resources within the community; ensures all these services are included in the Community Resource Directory; and, helps parents as needed in securing a source of accessible health care for their families.
5. In close communication with the Assistant Director for Child and Family Services, negotiates and develops written agreements and/or contracts with service providers; makes vigorous efforts to assure that Head Start is the dollar of last resort, seeking to obtain free or reduced priced services whenever possible.
6. In consultation with service area experts and in collaboration with other staff, plans and delivers or secures group and individualized training for staff and parents on health, dental, and environmental safety topics. Provides staff with technical assistance in the performance of their jobs as they relate to these service areas.
7. Develops written health, environmental safety, sanitation, and emergency policies and procedures ensuring compliance with local and state regulations, with appropriate director, consultant, staff, parent, board, and agency participation and approval. Ensures these policies and procedures are carried out including scheduling required drills, conducting required safety checks and monitoring all other provisions.
8. Monitors the ongoing health status and needs of enrolled children by ensuring the completion of daily health checks, the administering of medications per the agency's policy and doctors' orders, the implementation of the program's short-term exclusion and readmission policy and other procedures as needed.
9. Coordinates the observation of the classrooms, including infant/toddler rooms by appropriate personnel as required by Virginia Department of Social Services Day Care

Licensing Standards; ensure observations, instructions and recommendations are recorded and carried out.

10. Organizes and facilitates the activities of the agency's Health Services Advisory Committee (HSAC); ensures that the committee membership is composed of all required professions and parent representation and that it meets at least twice a year.
11. Maintains detailed, accurate, up-to-date and confidential records including child health files, health services tracking system and documentation of all activities; develops and submits timely reports of component service provision and activities for assistant director, PC, Board, and others as required. Maintains strict confidentiality regarding children, families and staff at all times.
12. Ensures children are familiarized with all health services they will receive prior to delivery by assisting teachers with child centered activities in the classroom and instructing parents on how to prepare their children for services; provides and/or arranges for transportation for children to health service appointments and for translation services, as necessary.
13. Refer children suspected of having a disability immediately to the Assistant Director for Child and Family Services; coordinates with other staff and families the provision of services to children with disabilities or suspected of having disabilities.
14. Provides parents with records of all services provided to their children before they leave the program; discusses with parents the importance of these records and how to maintain them. Also, transfers children's records as requested and approved by parents in writing.
15. Facilitates the transition of children with incomplete medical/dental treatment or with ongoing medical needs to services at their next destination, per the delegate's transition plan and with full participation of parents.
16. Participates in and contributes to all case management, parent education planning, supervisory, and management team and staff meetings. Also, attends interagency meetings, the agency's board meetings, parent committee and policy committee meetings and other meetings, as appropriate.
17. Attends and participates in agency-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities; reads and reviews regulations and other resources to keep abreast of current issues and trends related to the responsibilities of the job.
18. Participates in the annual program self-evaluation and monitoring, and complies with the program improvement plans developed. Contributes to the development of the agency's long range plans, program proposals, and community assessments as requested.
19. Performs other duties, as requested.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the program are being met and services are being provided. Maintains contact with all staff, parents and the Board of Directors and the Parent Policy Council.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

EDUCATION:

Master's degree preferred. Must have a Bachelor's degree in health related field. It is preferred that the Health Services Specialist have credentials as a registered nurse, a licensed practical nurse, or a Bachelor's degree in any of the above fields. It is also preferred that the Health Services Specialist possess current CPR and First Aid Certification.

EXPERIENCE:

- Demonstrated understanding of Head Start philosophy
- Understanding of the principles, practices, and current state of child health and nutrition
- Experience working with infants, toddlers or preschoolers
- Familiarity with community resources
- Experience organizing and managing multiple responsibilities under pressure and documenting extensive information
- Experience in the use of computer data base and/or word processing
- Knowledge of the challenges and strengths of low-income and migrant families

ADDITIONAL REQUIREMENTS:

Regular access to a reliable vehicle; have a valid Virginia drivers license and vehicle insurance; ability to pass a physical exam every five years and a TB test every two years; able to comply with background checks, as required by the agency and/or Virginia Department of Social Services; ability to work with a minimum of supervision and as an effective member of a team; ability to present a positive image of the organization to members of the community; must have effective communication skills, both oral and written; strong organizational, problem solving, time management and analytical skills; ability to observe and record information including non-verbal information; must be able to travel extensively; ability to learn information from procedures manuals and to understand medical terminology; must be able to physically move through classrooms and playgrounds; ability to lift 55 pounds is required; ability to operate a computer and other office equipment including, but not limited to, a telephone, fax machine, copier, and tape recorder; must possess personal qualifications including emotional maturity, willingness to cooperate with the aims of Head Start, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The tasks of this position involve possible exposure to blood, bodily fluids or tissues; risk involved with travel on main highway, side streets and rural roads during business travel, including evening and weekend meetings

and events; tasks that involve handling implements or utensils, use of public or shared bathroom facilities or telephones and personal contacts, possible exposure to communicable diseases; this job involves sitting and standing for long periods of time as well as stooping, squatting and running; must be able to travel in, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions; able to work a flexible schedule that may involve some evenings, weekends and some overnight travel to attend training sessions. If the applicant does not possess these at time of hire, obtaining CPR and First Aid Certification within two months of hiring is expected.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Health Services Specialist**

- A. Physical Requirements
- | | |
|---------------------|-------------------------------|
| 1. Lifting | 55 pounds |
| 2. Carrying | 55 pounds |
| 3. Pushing/Pulling | Up to 10 pounds |
| 4. Use of Equipment | Automobiles, office equipment |

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping				X	
10. Crawling				X	
11. Climbing				X	
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature				X	
2. Outside Work				X	
3. Exposure to Dust, Fumes, Odors, Water, Etc.				X	
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards				X	
5. Normal (Inside) Environment	X				

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells		Necessary	X	Not Necessary
4. Distinguish Temperatures By:				
a. Touch		Necessary	X	Not Necessary
b. Proximity		Necessary	X	Not Necessary

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Human Resources Specialist

PERFORMANCE
PROFILE SOURCE: Management Staff

DEPARTMENT: Finance

REPORTS TO: Comptroller

X Exempt Non-Exempt

PRIMARY FUNCTION:

Working with the Comptroller the Human Resource Specialist is responsible for staffing Kids Central positions, recruitment, set-up of hiring/interview processes, follow-up and maintenance of related documentation. Position will develop and implement orientations (new hire and benefits), as well as coordinate and develop new hire training materials. Position will be responsible to complete and maintain assigned personnel tasks/processes in accordance with Federal and State laws and Head Start Performance Standards. Position will act as primary minute taker for board and policy council functions.

KEY ROLES

Leadership

1. To provide administrative and clerical support related to Human Resources functions. Assist with staff recruitment, orientation and hiring processes and other general office administrative and clerical support. Acts as the agency's volunteer coordinator. Position will work closely with the Comptroller. Must meet requirements per Federal Head Start Performance Standards and any local, state and/or agency policies and procedures.

Resource Management

1. Manage financial resources, participate in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Assists the Board of Directors and Policy Council and their committees as necessary.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for KIDS Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Assist the Comptroller with the development and implementation of Kids Central's human resource policies and procedures.
2. Ensures that updates to the policies and procedures manual are maintained in a central location for use by the staff, and public.
3. Ensures that updates to the policies and procedures manual are communicated to the staff and public in a timely and accurate manner.
4. Ensures compliance with equal employment opportunity and labor laws.
5. Coordinate and administer benefits for the agency.
6. Maintains and updates all employee personnel records.
7. Investigates and processes worker's compensation claims, and maintains status while claim is open.
8. Coordinates and administers Family Medical Leave.
9. Administers new employee orientation and training.
10. Administers the agency's drug program and the DOT drug and alcohol program, including pre-employment drug screens.
11. Administers reasonable suspicion training to supervisors, as well as train employees on the DOT drug and alcohol program.
12. Performs required staff training relating to human resources issues and matters.
13. Researches and reviews information on human resource management and organization problems and formulates recommendations.
14. Processes background investigations and all pre-employment requisites for new hires.
15. Processes vacation and sick leave for employees annually.
16. Administrative representative for the Board of Directors and Policy Council. Assist the Secretary of the Board of Directors and Secretary of the Policy Council as necessary for monthly meetings including complying information for members and minutes.
17. Cooperates successfully as a member of a team.

18. Communicates effectively with others, including giving and receiving feedback on the quality of services.
19. Prepare staff ID badges and ensure that all staff has an ID badge with their picture and current position.
20. Maintains confidentiality of all program related information.
21. Demonstrates working knowledge of overall Head Start goals and philosophy.
22. Interprets and enforces the policies and procedures regulations applicable to job component.
23. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
24. Plans and assists with annual budgeting and prepares monthly purchase requisitions in coordination with appropriate staff.
25. Performs such other tasks and assumes such other responsibilities as requested by the Comptroller and Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the human resources program are being met and services are being provided.
Maintains contact with all staff

External: Assists in resolving problems for Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Human Resources or related field, preferred.
- Three years relevant experience in Human Resource field or related field.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards.
- Demonstrated understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.

- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Human Resource Specialist**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Bus Driver

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education

REPORTS TO: Teacher

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for ensuring the safe and efficient transportation of children.

KEY ROLES:

Leadership

1. Assist the classroom with the transportation needs of the program.

ADDITIONAL RESPONSIBILITIES:

1. Operates the bus safely on assigned routes.
2. Performs daily pre-trip and post-trip inspections on bus.
3. Reports immediately, to the mechanic, any unusual or suspicious problem or concern with the bus performance or the maintenance inspection.
4. Follows State of Virginia and agency rules and regulations while operating the bus.
5. Provides a positive, supportive environment for children riding the bus.
6. Handles any emergency calmly and effectively.
7. Communicates reliably with program staff and children's parents, delivering messages to parents from staff as necessary.
8. Maintains appropriate records as related to bus maintenance and operation and submits those reports in a timely manner to the designated personnel.

9. Conducts emergency safety and fire drills with the children each month.
10. Obeys all traffic laws and mandatory safety regulations for school buses.
11. Maintains appropriate discipline when children are on the bus.
12. Keeps bus clean and on assigned schedule.
13. Participates in required pre-service and annual training as required.
14. Performs such other tasks and assumes such other responsibilities as requested by the Teacher or Education Supervisors.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Teacher, and parents.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Must be at least 21 years of age and have a High School Diploma or GED.
- Must possess a valid operator's license, for a period of three years prior to employment.
- Must be verified to have a safe driving record.
- Requires Commercial Driver's License with P and S endorsements.
- Understands social and economic background and developmental needs of children and families.
- Must hold, or obtain within one month of employment, a certificate in both First Aid and Safety, and CPR.
- Must submit a record of an annual examination performed by a licensed doctor of medicine or osteopathy, establishing that employee possesses the physical ability to perform any job-related functions with any necessary accommodations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, driving a bus, light lifting, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Bus Driver**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 30 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
	X			
	X			
	X			
X				

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Bus Driver (Primary)/Classroom Assistant (Secondary)

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Teacher

 Exempt X Non-Exempt

PRIMARY FUNCTION:

Responsible for ensuring the safe and efficient transportation of children and assisting the Teacher with instructional activities.

JOB GOAL:

To assist the Teacher in maintaining appropriate classroom activities and environment in order that children may learn effectively.

KEY ROLES:

Leadership

1. Assist the classroom with the transportation needs of the program.
2. Classroom Assistant to the Teacher.

ADDITIONAL TRANSPORTATION RESPONSIBILITIES:

1. Operates the bus safely on assigned routes.
2. Performs daily pre-trip and post-trip inspections on bus.
3. Reports immediately, to mechanic, any unusual or suspicious problem or concern with the bus performance or the maintenance inspection.
4. Follows State of Virginia and agency rules and regulations while operating the bus.
5. Provides a positive, supportive environment for children riding the bus.
6. Handles any emergency calmly and effectively.

7. Communicates reliably with program staff and children's parents, delivering messages to parents from staff as necessary.
8. Maintains appropriate records as related to bus maintenance and operation and submits those reports in a timely manner to the designated personnel.
9. Conducts emergency safety and fire drills with the children each month.
10. Obeys all traffic laws and mandatory safety regulations for school buses.
11. Maintains appropriate discipline when children are on the bus.
12. Keeps bus clean and on assigned schedule.
13. Participates in required pre-service and annual training as required.
14. Performs such other tasks and assumes such other responsibilities as requested by the Teacher or Education Supervisors.

ADDITIONAL CLASSROOM RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Conducts learning exercises with small groups of children.
3. Guides children in working and playing harmoniously with other children.
4. Alerts the Teacher to special needs of individual children.
5. Provides escort and assistance to children as necessary.
6. Helps maintain individual records for each child.
7. Fosters good eating habits and table manners in children.
8. Assists teacher in maintaining neat work areas.
9. Assists with the supervision of children during regular play periods.
10. Collects and displays suitable material for educational displays.

11. Assists with the supervision of children during emergency drills, assemblies, play periods and field trips.
12. Maintains the same high level of ethical behavior and confidentiality of information about children as is expected of fully licensed Teachers.
13. Conforms to dress regulations of the agency.
14. Seeks in-kind contributions.
15. Performs such other tasks and assumes such other responsibilities as requested by the Teacher.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Teacher, and parents.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Must be at least 21 years of age and have a High School Diploma or GED.
- Relevant experience preferred.
- Exhibits effective interpersonal and communication skills.
- Must possess a valid operator's license, for a period of three years prior to employment.
- Must be verified to have a safe driving record.
- Requires Commercial Driver's License with P and S endorsements.
- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Must hold, or obtain within one month of employment, a certificate in both First Aid and Safety, and CPR.
- Must submit a record of an annual examination performed by a licensed doctor of medicine

or osteopathy, establishing that employee possesses the physical ability to perform any job-related functions with any necessary accommodations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, driving a bus, light lifting, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Bus Driver (Primary)/Classroom Assistant (Secondary)**

- A. Physical Requirements
- | | |
|---------------------|--|
| 1. Lifting | Explanation
Up to 70 pounds (The approximate weight of a large child) |
| 2. Carrying | Up to 70 pounds |
| 3. Pushing/Pulling | Up to 30 pounds |
| 4. Use of Equipment | Automobiles, office equipment |

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping			X		
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature			X		
2. Outside Work			X		
3. Exposure to Dust, Fumes, Odors, Water, Etc.			X		
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards			X		
5. Normal (Inside) Environment	X				

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells	X	Necessary	Not Necessary	
4. Distinguish Temperatures By:				
a. Touch		Necessary	X	Not Necessary
b. Proximity		Necessary	X	Not Necessary

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Classroom Assistant
PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Teacher

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for assisting the Teacher with instructional activities.

JOB GOAL: To assist the Teacher in maintaining appropriate classroom activities and environment in order that children may learn effectively.

KEY ROLE:

Leadership:

1. Classroom assistant to teacher.

ADDITIONAL RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Conducts learning exercises with small groups of children.
3. Guides children in working and playing harmoniously with other children.
4. Alerts the teacher to special needs of individual children.
5. Provides escort and assistance to children as necessary.
6. Helps maintain individual records for each child.
7. Fosters good eating habits and table manners in children.
8. Assists teacher in maintaining neat work areas.
9. Assists with the supervision of children during regular play periods.
10. Collects and displays suitable material for educational displays.

11. Assists with the supervision of children during emergency drills, assemblies, play periods, and field trips.
12. Maintains the same high level of ethical behavior and confidentiality of information about children as is expected of fully licensed teachers.
13. Conforms to dress regulations of the agency.
14. Seeks in-kind contributions.
15. Performs such other tasks and assumes such other responsibilities as requested by the Teacher.

RELATIONSHIPS:

Internal: Maintains close daily contact with children, Teacher and parents.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate Degree in Childhood Education or related field.
- Relevant experience preferred.
- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Classroom Assistant**

- A. Physical Requirements
- | | |
|---------------------|---|
| 1. Lifting | Explanation |
| 2. Carrying | Up to 70 pounds (The approximate weight of a large child) |
| 3. Pushing/Pulling | Up to 70 pounds |
| 4. Use of Equipment | Up to 30 pounds |
| | Automobiles, office equipment |

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping			X		
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature			X		
2. Outside Work			X		
3. Exposure to Dust, Fumes, Odors, Water, Etc.			X		
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards			X		
5. Normal (Inside) Environment	X				

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells		Necessary	X	Not Necessary
4. Distinguish Temperatures By:				
a. Touch		Necessary	X	Not Necessary
b. Proximity		Necessary	X	Not Necessary

Kids Central Incorporated

Job Description

TITLE: Classroom Assistant/Driver

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Teacher

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for assisting the teacher with instructional activities and may serve as bus driver or monitor as needed.

JOB GOAL:

To assist the Teacher in maintaining appropriate classroom activities and environment in order that children may learn effectively; to provide safe and efficient transportation.

KEY ROLES:

Leadership

1. Classroom Assistant to Teacher.
2. Bus Driver or Monitor.

ADDITIONAL RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Conducts learning exercises with small groups of children.
3. Guides children in working and playing harmoniously with other children.
4. Alerts the teacher to special needs of individual children.
5. Accompanies, guides, and assists children as necessary.
6. Helps maintain individual records for each child.
7. Fosters good eating habits and table manners in children.

8. Assists teacher in maintaining neat work areas.
9. Assists with the supervision of children during regular play periods.
10. Collects and displays suitable material for educational purposes.
11. Assists with the supervision of children during emergency drills, assemblies, play periods, and field trips.
12. Maintains superior level of ethical behavior and confidentiality of information about children as expected of all Kids Central staff.
13. Obeys all traffic laws and mandatory safety regulations for school buses and maintains appropriate discipline when children are on the bus.
14. Keeps bus clean and on assigned schedule and maintains appropriate records as related to bus maintenance and operation.
15. Serves as bus monitor when necessary.
16. Requests in-kind contributions.
17. Conforms to dress regulations of the agency.
18. Performs such other tasks and assumes such other responsibilities as requested by the Teacher.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Teacher, and parents

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate's Degree in Early Childhood Education (preferred), Virginia Early Childhood Certificate or Child Development Associate (CDA) Credential is required. If employee does not have the required credential, the employee must enroll within 90 days of employment in a program that will be completed within 2 years leading to such a degree/credential as required.
- Commercial Driver's License (CDL) required with P and S endorsements. If employee does not have the required CDL, the employee must obtain the CDL within 90 days of employment.

- Verified safe driving record and possess a valid operator's license for three years prior to employment.
- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communications skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, driving a bus, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Classroom Assistant/Driver**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 30 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Classroom Assistant/Cook/Housekeeper

PERFORMANCE

PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Teacher

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

To assist the teacher and cooperate in a supportive role carrying out developmentally appropriate activities. To promote the health, nutrition, and education needs of the children and to attend to their safety and welfare. To ensure the compliance of the performance standards in the preparation, storage, and clean up of meals provided to/by Kids Central.

KEY ROLES:

Leadership

1. To serve attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.
2. To assist the classroom teacher and classroom staff with the delivery of the daily program.

Resource Management

1. Control expenditures against budget, making recommendations for expenditures to purchase food supplies and equipment.

ADDITIONAL RESPONSIBILITIES:

1. Demonstrates the safe, proper, and efficient use of all kitchen equipment.
2. Maintains high standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the agency, signing invoices only after each order has been verified.
4. Determines the quantity of each food to be prepared daily.
5. Determines the size of food servings to meet the nutritional requirements for the ages of those served.

6. Prepares and assists with serving food, according to planned menus, USDA requirements, and other health regulations.
7. Transports food from preparation site to service location when required.
8. Records all food requisitions from the storeroom and all meals served.
9. Maintains inventory control of food and other supplies.
10. Oversees locking the storeroom and maintaining a correct inventory.
11. Purchases food, as necessary, from an approved grocery.
12. Orders all necessary supplies on a regular basis.
13. Reports immediately to the supervisor any problem or accident occurring in the kitchen or on the cafeteria premises.
14. Performs the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
15. Responsible for housekeeping duties in the centers.
16. Rides the bus, assuring the safety of the children by monitoring their activities as they travel to and/or from the classroom, when required.
17. Obtains approval of all purchases, other than menu items for field trips or any other item not listed on the menu, from the Food and Nutrition Assistant prior to purchase.
18. Responsible for purchasing, preparing, and delivering meals to the Home Base socialization site and for field trips, when applicable.
19. Assist in setting up environment (indoor/outdoor) for the activities of the day.
20. Performs such other tasks and assumes such other responsibilities as requested by the immediate supervisor(s).

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Teacher, and parents.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- High School Diploma or GED required.

- Certificate in Food Services or three years experience in food preparation preferred.
- Obtain Food Handler Certificate within one year if not currently certified.
- Ability to perform housekeeping tasks.
- Exhibits effective interpersonal and communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting. Physical Requirements candidate must pass physical examination and tuberculosis screening. Requires occasional heavy lifting. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Classroom Assistant/Cook/Housekeeper**

- A. Physical Requirements
- | | |
|--|---|
| 1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment | Explanation
Up to 70 pounds (The approximate weight of a large child)
Up to 70 pounds
Up to 70 pounds
Automobiles, office equipment |
|--|---|

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting			X		
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping			X		
10. Crawling				X	
11. Climbing			X		Stool
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature			X		
2. Outside Work				X	
3. Exposure to Dust, Fumes, Odors, Water, Etc.			X		
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards			X		
5. Normal (Inside) Environment	X				

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells	X	Necessary	Not Necessary	
4. Distinguish Temperatures By:				
a. Touch	X	Necessary	Not Necessary	
b. Proximity	X	Necessary	Not Necessary	

Kids Central Incorporated

JOB DESCRIPTION

TITLE: Classroom Teacher

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Staff

REPORTS TO: Education Supervisor

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for instruction, supervision, and provision of appropriate activities of a" enrolled children at a specified site.

Job Goal:

To maintain a flexible, developmentally-appropriate program and class environment favorable to learning and personal growth of children; to motivate children to develop speech abilities, attitudes, skills, and knowledge needed to provide a good foundation for further participation in the total agency program, in accordance with each child's ability; to build strong ties between home and agency; to establish good relationships with parents and with other staff members.

KEY ROLES:

Leadership

1. Responsible for the delivery of the specified curriculum to Head Start children on behalf of Kids Central which meets the needs of the children and families in accordance with the Head Start Performance Standards.

Resource Management

1. Manage financial resources, controlling expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs and services.

ADDITIONAL RESPONSIBILITIES:

1. Provides learning experiences in language arts, physical education, art, music, health, and other subject matter suited to the developmental needs of children.
2. Develops and uses instructional materials suitable for verbal or visual instruction of children with wide range of mental, physical, and emotional maturity.
3. Develops in each child an awareness of his worth as an individual and his role in his family and community.
4. Encourages children to express themselves creatively in art, music, and dramatic play.
5. Provides individual and small group instruction designed to meet individual needs of children in communication skills, health habits, physical skills, and development of satisfactory self-concepts.
6. Enriches educational program through study trips to community resources such as museums, parks, etc., and through classroom visits by resource persons from the agency and community. Shares and interprets these experiences with children and parents.
7. Plans and coordinates the work of assistants, parents, cooks, and volunteers in the classroom and on field trips in order to obtain the maximum benefit from their efforts.
8. Maintains appropriate documentation of classroom, parent, and volunteer activities as well as in-kind contributions.
9. Completes appropriate paperwork in a timely manner as required.
10. Completes two home visits per family, per year.
11. Develops activities for parents that promote parent participation and involvement in education activities provided for their children.
12. Communicates regularly with parents by means of parent meetings, home visits, and individual family conferences.
13. Interprets agency program to parents in order to strengthen parental understanding of the individual child's needs and the agency's role in the individual child's life.
14. Plans appropriate activities for special needs children using IEP.
15. Provides appropriate climate to establish and reinforce acceptable behavior, attitude, social skills and conflict resolution skills.
16. Cooperates with other professional staff members in assessing and helping children solve health, attitude, and learning problems.
17. Creates an effective environment for learning through functional and attractive displays, interest centers, and exhibits of children's work.

18. Maintains professional competence through in-service education activities provided and self-selected, professional growth activities.
19. Recommends cooking activities for the classroom.
20. Participates in curriculum and other developmental programs as required.
21. Participates in agency committees and the sponsorship of children's activities.
22. Maintains confidentiality of all confidential information.
23. Obtains in-kind contributions.
24. Conforms to dress regulations of the agency.
25. Performs such other tasks and assumes such other responsibilities as requested by the Education Supervisor, Assistant Director or the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children and parents to ensure goals of the program are being met and services are being provided.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize KIDS Central, Inc.

SKILLS/KNOWLEDGE REQUIRED:

- A baccalaureate degree or advanced degree in in Early Childhood Education or; a baccalaureate degree in any field related to education and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children is required. Equivalent coursework is at least 18 college credit hours in early childhood development/education. The Preschool Virginia Early Childhood Certificate along with a baccalaureates degree meets these qualifications.
- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards.
- Demonstrates understanding of principles and functions of leadership and management.

- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Classroom Teacher**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 30 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
	X			

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Early Head Start Caregiver

PERFORMANCE

PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Lead Caregiver

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for assisting the Lead Caregiver with instructional activities.

JOB GOAL:

To assist the Lead Caregiver in maintaining appropriate classroom activities and environment in order that children may learn effectively.

KEY ROLE:

Leadership:

1. Assistant to the Lead Caregiver.

ADDITIONAL RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Conducts learning exercises with small group of children.
3. Guides children in working and playing harmoniously with other children.
4. Alerts the Lead Caregiver to special needs of individual children.
5. Provides escort and assistance to children as necessary.
6. Helps maintain individual records for each child.
7. Fosters good eating habits and table manners in children.
8. Assists the Lead Caregiver in maintaining neat work areas.
9. Assists with the supervision of children during regular play periods.

10. Collects and displays suitable material for educational displays.
11. Assists with the supervision of children during emergency drills, assemblies, play periods and field trips.
12. Maintains the same high level of ethical behavior and confidentiality of information about children as is expected of fully licensed Lead Caregivers.
13. Conforms to dress regulations of the agency.
14. Seeks in-kind contributions.
15. Performs such other tasks and assumes such other responsibilities as requested by the Lead Caregiver.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Lead Caregiver and parents.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate's Degree in Childhood Education or related field.
- Relevant experience preferred.
- Understands social and economic background and developmental need of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Early Head Start Caregiver**

- A. Physical Requirements
- | | |
|---------------------|--|
| 1. Lifting | Explanation
Up to 70 pounds (The approximate weight of a large child) |
| 2. Carrying | Up to 70 pounds |
| 3. Pushing/Pulling | Up to 30 pounds |
| 4. Use of Equipment | Automobiles, office equipment |

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping			X		
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature			X		
2. Outside Work			X		
3. Exposure to Dust, Fumes, Odors, Water, Etc.			X		
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards			X		
5. Normal (Inside) Environment	X				

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells		Necessary	X	Not Necessary
4. Distinguish Temperatures By:				
a. Touch		Necessary	X	Not Necessary
b. Proximity		Necessary	X	Not Necessary

Kids Central Incorporated

JOB DESCRIPTION

TITLE: Early Head Start Caregiver/Driver

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Lead Caregiver

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for assisting the Lead Caregiver with instructional activities and may serve as Bus Driver or monitor as needed.

JOB GOAL:

Under the general supervision of the Early Head Start Lead Caregiver, functions as primary caregiver to assigned children six weeks to three years of age; promote each child's growth and development by planning and implementing developmentally appropriate experience; create an environment in which children can develop personal relationships, make choices, solve problems, and develop age appropriate social and self-help skills. Work to maintain a clean, safe and orderly physical center environment.

KEY ROLES:

Leadership

1. Assists the Lead Caregiver.
2. Bus Driver or Monitor.

ADDITIONAL RESPONSIBILITIES:

1. Assist the Lead Caregiver in assessing the individual needs, strengths and interests of the enrolled infants and toddlers.
2. Assist the Lead Caregiver in planning and providing age and developmentally appropriate activities and experiences designed for all areas of a child's development.
3. Assist the Lead Caregiver in preparing and providing materials that are concrete, real and relevant to the children and their interests.

4. Assist the Lead Caregiver in preparing the environment for the children to learn through active exploration and interaction with adults, other children and material.
5. Respond quickly and directly to children's needs, desires and verbal/non-verbal messages adapting responses to the children's differing styles and abilities.
6. Facilitate development of self-esteem, trust and autonomy by expressing respect, acceptance and comfort for the children.
7. Assist the Lead Caregiver in caring for all aspects of children's personal needs.
8. Assist the Lead Caregiver in collaborating with the parents to develop appropriate goals and objectives for each child.
9. Conduct on-going assessments of each child's growth and development and update each child's goals and objectives regularly.
10. Assist the Lead Caregiver in incorporating the children's IDS and IFSP/IEP goals and objectives into the center activities.
11. Assist the Lead Caregiver in communicating regularly with parents utilizing newsletters, classroom calendars, EHS daily reports and other means.
12. Carry out authorized emergency and safety procedures and administer first aid as needed.
13. Helps maintain individual records for each child.
14. Fosters good eating habits and table manners in children.
15. Assists the Lead Caregiver in maintaining neat work areas.
16. Maintains superior level of ethical behavior and confidentiality of information about children as expected of all Kids Central staff.
17. Obeys all traffic laws and mandatory safety regulations for school buses and maintains appropriate discipline when children are on the bus.
18. Keeps bus clean and on assigned schedule and maintains appropriate records as related to bus maintenance and operation.
19. Serves as Bus Monitor when necessary.
20. Requests in-kind contributions.
21. Performs such other tasks and assumes such other responsibilities as requested by the Lead Caregiver.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Lead Caregiver and parents.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate's Degree in Early Childhood Education (preferred),
- Virginia Early Childhood Certificate or Infant/Toddler Child Development Associate (CDA) Credential is required. If employee does not have the required credential, the employee must enroll within 90 days of employment in a program that will be completed within 1 year leading to such a degree/credential as required.
- Commercial Driver's License (CDL) required with P and S endorsements. If employee does not have the required CDL, the employee must obtain the CDL within 90 days of employment.
- Verified safe driving record and possession of a valid driver's license for three years prior to employment.
- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communications skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, driving a bus, travel, lifting infants and toddlers weighing up to 40 pounds, participate in floor activities, bending at the waist, kneeling or crouching to maintain direct eye contact with children, work on a computer station, and other standard job requirements. All the duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Early Head Start Caregiver/Driver**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 30 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Early Head Start Home Visitor

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Staff

REPORTS TO: Assistant Director – Child and Family Services

☐ Exempt ☒ Non-Exempt

This position may require more than 40 hours per week for 52 weeks, including evening and weekend hours.

PRIMARY FUNCTION:

Person responsible for the instruction of enrolled children and families in the home setting.

JOB GOAL:

To provide home based educational and support services to enrolled families with infants and toddlers or expectant parents; plan and implement home based program activities for families; maintain files and documentation as required; plan and hold socializations; attend training as needed or required.

KEY ROLES:

Leadership

1. Responsible for the delivery of the specified curriculum to enrolled families with infants and toddlers or expectant parents on behalf of Kids Central which meets the needs of the children and families in accordance with the Head Start Performance Standards.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups, and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board committees as assigned.

- a. Serves as a liaison between the district and other educational agencies in the development, coordination and implementation of new programs for instructional improvement.

Marketing and Public Relations

- 1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

- 1. Provide consistent home visits with personal transportation (minimum of 32 visits per enrolled family each program year).
- 2. Recruits families using current recruiting procedures.
- 3. Fosters and reinforces the belief in parents that they are the child's best teacher.
- 4. Holds two monthly socialization activities for enrolled families.
- 5. Plan and implement a program for and with each family which provides parents the opportunity to utilize their teaching/parenting skills in their home environment.
- 6. Conducts parent meetings and training.
- 7. Completes appropriate documentation of home based activities with enrolled families and children.
- 8. Works with the parents to develop weekly home visits and weekly activity plans based on each child's assessment and identified family needs.
- 9. Provide expectant families access to prenatal and postpartum care. This care must include early and continuing risk assessments; health promotion and treatment; mental health interventions and follow-up.
- 10. Provide expectant families with information on breast feeding, SIDS, child development, and other pertinent issues.
- 11. Serves as liaison for families and makes appropriate referrals within the program and to community agencies.
- 12. Provides learning experiences in language arts, physical education, art, music, health, and other subject matter suited to the developmental needs of children.
- 13. Develops and uses instructional materials suitable for verbal or visual instruction of children with wide range of mental, physical and emotional maturity.
- 14. Develops and reinforces in each child an awareness of his or her worth as an individual and his or her role in his or her family and community.

15. Encourages children to express themselves creatively in art, music and dramatic play.
16. Provides individual and small group instruction designed to meet individual needs of children in communication skills, health habits, physical skills, and development of satisfactory self-concepts.
17. Enriches educational program through study trips to community resources such as museums, parks, etc., and through classroom visits by resource persons from the agency and community. Shares and interprets these experiences with children and parents.
18. Plans and coordinates with parents to obtain the maximum benefit from their efforts.
19. Develops activities for parents, which promote parent participation and involvement in education activities provided for their child.
20. Provides appropriate climate to establish and reinforce acceptable behavior, attitude, social skills, and conflict resolution skills.
21. Cooperates with other professional staff members in assessing and helping children solve health, attitude and learning problems.
22. Maintains professional competence through provided in-service education activities and self-selected, professional growth activities.
23. Selects and requisitions books, instructional aids, instructional supplies and food.
24. Assists in the solicitation of in-kind goods and services for the program.
25. Participates in curriculum and other developmental programs as required. Participates in agency committees and the sponsorship of children's activities.
26. Maintains confidentiality of confidential information.
27. Assists in providing or implementing services for all eligible Head Start and Early Head Start children from birth to five years of age.
28. Performs such other tasks and assumes such other responsibilities as requested by the Assistant Director – Child and Family Services.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children and parents to ensure goals of the program are being met and services are being provided.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in Early Childhood Education or Social Services required.
- Minimum two years experience in working with infant/toddlers or preschool children required.
- Must have access to transportation for home visits. Must have a valid Virginia Driver's License and proof of auto insurance for work related driving use of own vehicle.
- Within 30 days of employment must be CPR & First Aid certified.
- Within 90 days of employment, must have a valid CDL driver's license for ability to drive agency buses.
- Understand social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Early Head Start Home Visitor**

- | | |
|--------------------------|---|
| A. Physical Requirements | Explanation |
| 1. Lifting | Up to 70 pounds (The approximate weight of a large child) |
| 2. Carrying | Up to 70 pounds |
| 3. Pushing/Pulling | Up to 70 pounds |
| 4. Use of Equipment | Automobiles, office equipment |

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping			X		
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature			X		
2. Outside Work			X		
3. Exposure to Dust, Fumes, Odors, Water, Etc.			X		
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards			X		
5. Normal (Inside) Environment		X			

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells	X	Necessary	Not Necessary	
4. Distinguish Temperatures By:				
a. Touch		Necessary	X	Not Necessary
b. Proximity		Necessary	X	Not Necessary

Kids Central Incorporated

JOB DESCRIPTION

TITLE: Early Head Start Lead Caregiver

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Staff

REPORTS TO: Education Supervisor

☐ Exempt

☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for instruction, supervision and provision of appropriate activities of all enrolled children at a specified site.

JOB GOAL:

To function as primary caregiver to assigned children six weeks to three years of age; promote each child's growth and development by planning and implementing developmentally appropriate experiences; create an environment in which children can develop personal relationships, make choices, solve problems, and develop age appropriate social and self-help skills. Work to maintain a clean, safe and orderly physical center environment.

KEY ROLES:

Leadership

1. Responsible for the delivery of the specified curriculum to Early Head Start children on behalf of Kids Central which meets the needs of the children and families in accordance with the Head Start Performance Standards.

Resource Management

1. Manage financial resources, controlling expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs and services.

ADDITIONAL RESPONSIBILITIES:

1. Assess the individual needs, strengths and interests of enrolled infants and toddlers.
2. Plan and provide age and developmentally appropriate activities and experiences designed for all areas of a child's development.
3. Prepare and provide materials that are concrete, real and relevant to the children and their interests.
4. Prepare the environment for the children to learn through active exploration and interaction with adults, other children and materials.
5. Respond quickly and directly to children's needs, desires and verbal/non-verbal messages adapting responses to the children's differing styles and abilities.
6. Facilitate development of self-esteem, trust and autonomy by expressing respect, acceptance and comfort for the children.
2. Take care of all aspects of children's personal needs.
8. In collaboration with the parent develop appropriate goals and objectives for each child.
9. Conduct on-going assessments of each child's growth and development and update each child's goals and objectives regularly.
10. Incorporate IDP and IFSP/IEP goals and objectives into the center activities.
11. Communicate regularly with parents utilizing newsletters, classroom calendars, EHS daily reports, and other means.
12. Carry out authorized emergency and safety procedures and administer first aid as needed
13. Plans and coordinates the work of assistants, parents, cooks, and volunteers in the classroom and on field trips in order to obtain the maximum benefit from their efforts.
14. Maintains appropriate documentation of classroom, parent and volunteer activities as well as in-kind contributions.
15. Completes appropriate paperwork in a timely manner as required.
16. Completes two home visits per family per year.
17. Develops activities for parents that promote parent participation and involvement in education activities provided for their children.
18. Communicates regularly with parents by means of parent meetings, home visits and individual family conferences.

19. Interprets agency program to parents in order to strengthen parental understanding of the individual child's needs and the agency's role in the individual child's life.
20. Cooperates with other professional staff members in assessing and helping children solve health, attitude, and learning problems.
21. Creates an effective environment for learning through functional and attractive displays, interest centers and exhibits of children's work.
22. Maintains professional competence through in-service education activities provided and self-selected, professional growth activities.
23. Recommends cooking activities for the classroom.
24. Participates in curriculum and other developmental programs as needed.
25. Participates in agency committees and the sponsorship of children's activities.
26. Maintains confidentiality of all confidential information.
27. Obtains in-kind contributions.
28. Performs such other tasks and assumes such other responsibilities as requested by the Education Supervisor, Assistant Director or the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children and parents to ensure goals of the program are being met and services are being provided.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate degree or Baccalaureate degree in Early Childhood Education (preferred),
- Virginia Early Childhood Infant/Toddler Certificate or Infant/Toddler Child Development Associate (CDA) Credential is required. If employee does not have the required credential, the employee must enroll within 90 days of employment in a program that will be completed within 1 year leading to such a degree/credential as required.

- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards.
- Demonstrates understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, lifting of infants and toddlers weighing up to 40 pounds, participating in floor activities, bending at the waist, kneeling or crouching to maintain direct eye contact with the children, working on a computer station, and other standard job requirements. All the duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____ Incumbent _____ Date: _____

Approved by: _____ Executive Director _____ Date: _____

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Early Head Start Lead Caregiver**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 70 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
	X			

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Home Visitor

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Staff

REPORTS TO: Assistant Director – Child and Family Services

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Person responsible for the instruction of enrolled children and families in the home setting.

JOB GOAL:

To create a flexible developmentally appropriate program and class environment favorable to learning and personal growth of children; to motivate children to develop speech abilities, attitudes, skills, and knowledge needed to provide a good foundation for further participation in the total agency program, in accordance with each child's ability; to build strong ties between home and agency; to establish good relationships with parents and with other staff members.

KEY ROLES:

Leadership

1. Responsible for the development, implementation and annual update of the health/ nutrition program, ensuring that the health/nutrition component meets the needs of the children and families in accordance with the Head Start Performance Standards.

Resource Management

1. Manage financial resources, participating in the development of the annual budget. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Partnership Development

1. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board Committees, as assigned.

- a. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Marketing and Public Relations

- 1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

- 1. Provides consistent home visits with personal transportation (minimum of 32 visits per enrolled family each program year).
- 2. Recruits families using current recruiting procedures.
- 3. Fosters and reinforces the belief in parents that they are the child's best teacher.
- 4. Holds two monthly socialization activities for enrolled families.
- 5. Conducts parent meetings and training.
- 6. Completes appropriate documentation of home-base activities and enrolled families and children.
- 7. Works with the parents to develop weekly home visits and weekly activity plans based on each child's assessment and identified family needs.
- 8. Serves as liaison for families and makes appropriate referrals within the program and to community agencies.
- 9. Provides learning experiences in language arts, physical education, art, music, health, and other subject matter suited to the developmental needs of children.
- 10. Develops and uses instructional materials suitable for verbal or visual instruction of children with wide range of mental, physical, and emotional maturity.
- 11. Develops and reinforces in each child an awareness of his worth as an individual and his role in his family and community.
- 12. Encourages children to express themselves creatively in art, music, and dramatic play.
- 13. Provides individual and small group instruction designed to meet individual needs of children in communication skills, health habits, physical skills, and development of satisfactory self-concepts.
- 14. Enriches educational program through study trips to community resources such as museums, parks, etc., and through classroom visits by resource persons from the agency and community. Shares and interprets these experiences with children and parents.

15. Plans and coordinates with parents to obtain the maximum benefit from their efforts.
16. Develops activities for parents, which promote parent participation and involvement in education activities provided for their children.
17. Provides appropriate climate to establish and reinforce acceptable behavior, attitude, social skills and conflict resolution skills.
18. Cooperates with other professional staff members in assessing and helping children solve health, attitude, and learning problems.
19. Maintains professional competence through in-service education activities provided and self-selected, professional growth activities.
20. Selects and requisitions books, instructional aids, instructional supplies and food.
21. Assists in the solicitation of in-kind goods and services for the program.
22. Participates in curriculum and other developmental programs as required. Participates in agency committees and the sponsorship of children's activities.
23. Maintains confidentiality of confidential information.
24. Assists in providing or implementing services for all eligible Head Start and Early Head Start children from birth to five years of age.
25. Performs such other tasks and assumes such other responsibilities as requested by the Assistant Director – Child and Family Services, or Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with children and parents to ensure goals of the program are being met and services are being provided.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's Degree in Early Childhood Education or Social Services required.
- Minimum of two year's experience in working with infant/toddlers or preschool children required.
- Must have access to transportation for home visits. Must have a valid Virginia Driver's License and proof of auto insurance for work related driving use of own vehicle.
- Within 30 days of employment must be CPR & First Aid certified.

- Within 90 days of employment, must have a valid CDL driver's license for ability to drive agency buses.
- Understand social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communication skills.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Home Visitor**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 30 pounds

Automobiles, office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
	X			

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Assistant Floater

PERFORMANCE
PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: Education Support Staff

REPORTS TO: Education Supervisor

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Working on a full time basis as a classroom assistant/substitute and assisting the Education Supervisor with assigned duties. Is responsible for assisting the Teacher or home visitor with instructional activities and may serve as Bus Monitor as needed.

JOB GOAL: To assist Kids Central and the teaching staff in maintaining appropriate classroom activities and environment when absences occur in the classroom or in the home visitor routines, in order that children may learn effectively.

KEY ROLES:

Leadership

1. Assistant to Teacher or Home Visitor.
2. Assistant to the Education Supervisor.
3. Bus Monitor.

ADDITIONAL RESPONSIBILITIES (In various areas of KCI operations):

1. Participates in daily and long-range lesson and classroom activity planning.
2. Conducts learning exercises with small groups of children.
3. Guides children in working and playing harmoniously with other children.
4. Alerts the teacher to special needs of individual children.
5. Accompanies, guides, and assists children as necessary.
6. Helps maintain individual records for each child.

7. Fosters good eating habits and table manners in children.
8. Assists teacher in maintaining neat work areas.
9. Assists with the supervision of children during regular play periods.
10. Collects and displays suitable material for educational purposes.
11. Assists with the supervision of children during emergency drills, assemblies, play periods, and field trips.
12. Maintains superior level of ethical behavior and confidentiality of information about children as expected of all Kids Central staff.
13. Obeys all mandatory safety regulations for school buses and maintains appropriate discipline when children are on the bus.
14. Serves as bus monitor when necessary.
15. Janitorial duties as necessary.
16. Requests in-kind contributions.
17. Conforms to dress regulations of the agency.
18. Performs such other tasks and assumes such other responsibilities as requested by the Teacher

RELATIONSHIPS:

Internal: Maintains close, daily contact with children, Teacher, and parents

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate Degree in Early Childhood Education (preferred), Virginia Early Childhood Certificate or Child Development Associate (CDA) Credential is required. If employee does not have the required credential, the employee must enroll within 90 days of employment in a program that will be completed within 2 years leading to such a degree/credential as required. Continual enrollment is required to maintain employment.
- Understands social and economic background and developmental needs of children and families.
- Demonstrates knowledge of overall Head Start goals and philosophy.
- Exhibits effective interpersonal and communications skills

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed By: _____ Date: _____
Incumbent

Approved By: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: Assistant Floater

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds (The approximate weight of a large child)

Up to 70 pounds

Up to 30 pounds

Automobiles office equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands
- B. Environment Requirements

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

6. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: **Family Advocate**

PERFORMANCE
PROFILE SOURCE: **Service Delivery**

DEPARTMENT: **Family Services**

REPORTS TO: **Assistant Director – Child and Family Services**

 Exempt X Non-Exempt

PRIMARY FUNCTION:

To promote family wellness and parent involvement programs and to support the implementation of the family partnership process. Operate as a liaison between classroom and home settings in the area of education, child development and mental health.

KEY ROLES:

Leadership

1. Responsible for guiding parents in the development of activities that address their interest and needs; and activities that support the educational needs and healthy development of their children, in accordance with the Head Start Performance Standards.

Partnership Development

1. Assist with the development and implementation of program activities to facilitate parent involvement and to promote the Head Start Program in the community.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ESSENTIAL JOB RESPONSIBILITIES: PERFORMANCE INDICATORS

1. Family Partnership Building
 - Welcome families into the program and share information about transitioning into Head Start.
 - Assist families in the development of Family Partnership Goals and other necessary follow up.

- Assess family goals and provide recommendation and referral for relevant community resources.
- Maintain monthly contacts i.e. - phone calls, group activity, home visits, and classroom visits to promote partnership and provide for regular communication.
- Monitor progress on Family Partnership goals.
- Provide crisis intervention as needed.
- Assist with kindergarten transition of child and family out of Head Start.
- Promote family literacy.
- Work flexible hours to meet the needs of families.
- Work with parents to establish and maintain regular attendance for their child.

2. Parent Involvement & Community Partnerships

- Participate in recruitment efforts/activities for assigned sites.
- Plan and facilitate parent orientations to the program.
- Coordinate parent meetings assisting parents to take the leadership role.
- Actively encourage parents to participate in the program i.e. parent meetings, field trips, policy council and classroom help
- Advocate and collaborate with community agencies to support child, family and agency outcomes.

3. Prevention and Early Intervention

- Maintain contact with children in the classroom settings.
- Maintain on-going contact with teaching staff in order to share relevant home information and gain information regarding child performance in the classroom.
- Provide information relative to Head Start health and nutrition requirements: support families in completing vaccination, physical, dental and nutrition screenings.

4. Utilize Information Systems to support family/agency outcomes.

- Document and track follow-up needs, Family Partnership Goals, health, dental, nutrition, hearing and vision concerns.
- Document all significant parent contacts and home visits.

- Document support consultation to teachers regarding particular concerns with families at scheduled staffings.

ADDITIONAL RESPONSIBILITIES:

1. Assist with the development and implementation of program activities to facilitate parent involvement and to promote the Head Start Program in the community.
2. Assist with the development of the Parent Involvement work plan and serve as a resource for staff by promoting and encouraging parent involvement.
3. Network with KCI staff, and other external resources regarding the provision of education, training, employment, leadership, and self-improvement opportunities for parents.
4. Attend Center Committee meetings in assigned center programs.
5. Assist with developing and implementing outreach efforts for eligible children.
6. Prepare statistical and other reports as required.
7. Performs such other tasks and assumes such other responsibilities as requested by the Assistant Director and/or the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the program are being met and services are being provided.

External: Maintains contact with parents and other service providers or referral sources to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Education, Social Work, Health Administration or related field, preferred.
- Three years relevant experience in Health, Education or Human Services related field.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards.
- Demonstrated understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.

- The skill and willingness to deal with sensitive family situations in a non-threatening and professional manner.
- Ability to set and maintain professional boundaries with families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.
- Knowledge of early childhood education and intervention preferred.
- Keyboarding skills, computer literacy and familiarity with various applications such a database, word processing, e-mail and internet.
- Excellent written and verbal communication skills.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
- Must have access to transportation for home visits. Must have a valid Virginia Driver's License and proof of auto insurance for work related driving use of own vehicle.
- Within 30 days of employment must be CPR & First Aid certified.
- Within 90 days of employment must have a valid CDL driver's license for ability to drive agency buses.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Family Advocate**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 70 pounds</p> <p>Up to 70 pounds</p> <p>Up to 70 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Family Advocate – Family Involvement Specialist
Full-Time/Part Year Position (August – May)

PERFORMANCE
 PROFILE SOURCE: Program Support

DEPARTMENT: Family Services

REPORTS TO: Assistant Director – Child and Family Services

 Exempt X Non-Exempt

PRIMARY FUNCTION: Serves as a resource and/or trainer for family service staff, center staff, parents and volunteers; has specialized knowledge in working with adults, adult education, recreation, etc.; collaborates with community agencies and adult education resources; monitor family records, conducts parent training and other special activities and events, works with parent groups, and provides parent training and support.

KEY ROLES:

Leadership

1. Assist KCI staff and parents to understand what family services are and what KCI provides.

Strategic Planning

1. Assist the Assistant Director with a strategic planning process that results in the development and implementation of ongoing family involvement activities and events.

Resource Management

1. Use the resources of KCI to ensure the implementation of the activities included in the Family Involvement handbook adopted by the Board of Directors in November 2008.

Partnership Development

1. Assist with the Development of strategic alliances with community leaders and local officials. Develop collaborative partnerships with other family and youth serving organizations, adult education organizations, and recreation programs.

ADDITIONAL RESPONSIBILITIES:

1. Build relationships with parents as early as possible from enrollment, and create ongoing opportunities for parent involvement throughout the time children are in the KCI program.
2. Help families work toward their goals and link families to or provide necessary services.

3. Make programs open to parents at any time, involving parents in the development of program curriculum, and providing parents opportunities to volunteer or become staff.
4. Provide parents with opportunities to enhance their parenting skills.
5. Help parents become active partners in accessing health care for their children, making community services more responsive to their family needs, and transitioning their children into school.
6. Involve parents in program decision-making and governance.
7. Assist families access services and follow-up to determine whether the services met family needs in the following areas:
 - a. Emergency or crisis assistance, such as food, housing, clothing, and transportation.
 - b. Information, counseling, and services specific to family needs.
 - c. Continuing education and employment training.
 - d. Nutrition education.
 - e. Mental health education.
 - f. Family literacy services.
 - g. Prenatal and postnatal care and health education or pregnant women in KCI's Early Head Start program.
8. Implement the Family Involvement Handbook items as approved by the Board of Directors in November 2008.
9. Orient and train staff and parents on the various subjects contained in the Family Involvement Handbook such as the following:
 - a. The purpose and procedures of the parent committee meeting.
 - b. The purpose, procedures and use of the parent activity funds.
 - c. The policy of KCI on fundraising and the support of the agency to centers for Christmas Program requests of community sponsors.
10. Ensure the data gathering forms supplied in the Family Involvement Handbook are administered and the results transmitted to all KCI divisions.
11. Participates in workshops, meetings, community events, etc.
12. Plans and facilitates family meetings and parent involvement events (e.g. health and welfare, nutrition, counseling, tax preparation, etc.) for the purpose of providing for family support needs and complying with program regulations.
13. Provides or assists with providing health screenings, immunization verifications, and outside agency referrals (e.g. hearing, vision, immunization compliance, height/weight relationships, etc.) for the purpose of promoting needed treatment and complying with program requirements.

14. Provides outreach to low income communities, community leaders and organizations for the purpose of recruiting families to Head Start, developing resources, and building partnerships with community members.
15. Recruits selects and enrolls eligible children for the purpose of maintaining full enrollment and serving families most in need of services according to federal guidelines.
16. Reports suspected incidents (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) to appropriate parties for the purpose of maintaining enrolled child's personal health and safety and adhering to KCI standards/or policies.
17. Visits children's homes for the purpose of enrolling students in program, interviewing parents, informing parents/students of KCI and/or community resources and providing child development and parenting information.
18. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
19. Assists staff in involving families in program planning, implementation and evaluation for the purpose of active participation in the program operation.
20. Assists in self-evaluation process for the purpose of ensuring component compliance.
21. Assists staff and families obtain needed information on services (e.g. babysitting and transportation) for the purpose of accessing community resources.
22. Acts as a resource for staff and families regarding training, program activities and education, for the purpose of assisting with follow-up services.
23. Attends meetings (e.g. staff, Policy Council, training, conferences, workshops, screening committees if required) for the purpose of staff development and training.
24. Assists in the preparation and updating of forms and materials for the purpose of documenting program requirements.
25. Prepares and maintains reports, web-site articles, and component records for the purpose of providing written support and/or documentation.
26. Assists in the planning and implementation of program activities for the purpose of ensuring component coordination.
27. Assists Policy Council, center committees and staff in developing and implementing the component goals and objectives for the purpose of ensuring parent involvement in head start activities.
28. Supervises the process for the Adult Literacy Program for the purpose of ensuring compliance with federal guidelines.

29. Establish community partnerships; serve as a liaison between other public and private agencies; develop Memorandums of Understanding (MOU) with community agencies (WIC, CCRC, etc.), as appropriate.

30. Performs other tasks related to position description duties.

RELATIONSHIPS:

Internal: Maintains close contact with the Family Advocates, Staff and Parents of Kids Central.

External: Maintains contact with school officials, community agencies, and others as required.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Early Childhood Education, Social Work, or acceptable related field, a Master's Degree is preferred.
- A minimum of five years work experience in non-profit agency operations management and supervision, or equivalent experience working in public schools with Pre-K program knowledge, or equivalent experience in private sector day-care operations, or an equivalent combination of experience and education.
- Current physical examination and TB screen documentation upon hire
- Must have adequate means of transportation and possess a valid Virginia Drivers License.
- Working knowledge of community agencies and Head Start performance standards. Head Start experience (preferred).
- Understands social and economic background and developmental needs of children and families.
- Demonstrated ability to organize, direct and train personnel in areas relevant to the provision of services to Head Start children and families. Ability to coordinate and/or conduct training Sessions (preferred).
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, community groups, and other related agencies and people.
- Endorses the Head Start philosophy with the ability to implement its principle or shared authority and decision-making.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Family Advocate – Family Involvement Specialist**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 70 pounds</p> <p>Up to 70 pounds</p> <p>Up to 70 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Family Advocate – Family Involvement Specialist/Disabilities Assistant Full-Time/Part Year Position (August – May)

PERFORMANCE
PROFILE SOURCE: Program Support

DEPARTMENT: Family Services

REPORTS TO: Assistant Director – Child and Family Services

_____ Exempt X Non-Exempt

PRIMARY FUNCTION: Serves as a resource and/or trainer for family service staff, center staff, parents and volunteers; has specialized knowledge in working with adults, adult education, recreation, etc.; collaborates with community agencies and adult education resources; monitor family records, conducts parent training and other special activities and events, works with parent groups, and provides parent training and support. To be responsible for assisting the disabilities coordinator with disability services for children and families enrolled in the Head Start and Early Head Start programs of Kids Central.

KEY ROLES

Leadership

1. Assist KCI staff and parents to understand what family services are and what KCI provides.
2. Assist with the development, implementation and annual update of the disabilities and mental health services plans to meet the special needs of children with disabilities and behavioral or mental health issues in accordance with Head Start performance standards.

Strategic Planning

1. Assist the Assistant Director with a strategic planning process that results in the development and implementation of ongoing family involvement activities and events.

Resource Management

1. Use the resources of KCI to ensure the implementation of the activities included in the Family Involvement handbook adopted by the Board of Directors in November 2008.

Partnership Development

1. Assist with the Development of strategic alliances with community leaders and local officials. Develop collaborative partnerships with other family and youth serving organizations, adult education organizations, and recreation programs.

2. Assist with the development of collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs. Support Board committees, as assigned.
3. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Build relationships with parents as early as possible from enrollment, and create ongoing opportunities for parent involvement throughout the time children are in the KCI program.
2. Help families work toward their goals and link families to or provide necessary services.
3. Make programs open to parents at any time, involving parents in the development of program curriculum, and providing parents opportunities to volunteer or become staff.
4. Provide parents with opportunities to enhance their parenting skills.
5. Help parents become active partners in accessing health care for their children, making community services more responsive to their family needs, and transitioning their children into school. Works as an advocate for children with disabilities and their families within the community to promote access to necessary services.
6. Involve parents in program decision-making and governance.
7. Assist families in accessing services and follow-up to determine whether the services met family needs in the following areas:
 - a. Emergency or crisis assistance such as food, housing, clothing, and transportation
 - b. Information, counseling, and services specific to family needs
 - c. Continuing education and employment training
 - d. Nutrition education
 - e. Mental health education
 - f. Family literacy service
 - g. Prenatal and postnatal care and health education or pregnant women in KCI's Early Head Start program
 - h. Referral for suspected disability
8. Implement the Family Involvement Handbook items as approved by the Board of Directors in November 2008.

9. Orient and train staff and parents on the various subjects contained in the Family Involvement Handbook such as the following:
 - a. The purpose and procedures of the parent committee meeting.
 - b. The purpose, procedures and use of the parent activity funds.
 - c. The policy of KCI on fundraising and the support of the agency to centers for Christmas Program requests of community sponsors.
10. Ensure the data gathering forms supplied in the Family Involvement Handbook are administered and the results transmitted to all KCI divisions.
11. Participates in workshops, meetings, community events, etc. Assumes responsibility for professional growth and development and serves as a representative for the agency.
12. Plans and facilitates family meetings and parent involvement events (e.g. health and welfare, nutrition, counseling, tax preparation, etc.) for the purpose of providing for family support needs and complying with program regulations.
13. Provides or assists with providing health screenings, immunization verifications, and outside agency referrals (e.g. hearing, vision, immunization compliance, height/weight relationships, etc.) for the purpose of promoting needed treatment and complying with program requirements.
14. Assist the Disabilities Coordinator in supporting staff throughout the process of assessing children, including initial screenings, ongoing developmental and specializes assessments, to identify children that may have a disability or a mental health concern.
15. Supports and assists with maintaining the systems for referring children suspected of having a disability to the LEA, Early Intervention or other appropriate provided for further evaluation.
16. Assist with the effective record-keeping and reporting system that monitor the provision of services for children with disabilities.
17. Works collaboratively with Mental Health professionals, local school districts, Early Intervention programs, and parents to coordinate services for children with disabilities. Establish community partnerships; serve as a liaison between other public and private agencies; develop Memorandums of Understanding (MOU) with community agencies (WIC, CCRC, etc.), as appropriate.
18. Maintains regular contact with staff and parents to monitor the implementation of services for children with disabilities and/or mental health issues.
19. Works with local mental health and other health providers to assure children with disabilities and/or mental health issues receive appropriate preventative and therapeutic health care.
20. Works in collaboration with foods services personnel and the registered dietitian to assure children with disabilities receive nutrition services that are responsive to their needs.

21. Provides outreach to low income communities, community leaders and organizations for the purpose of recruiting families to Head Start, developing resources, and building partnerships with community members.
22. Recruits, selects and enrolls eligible children for the purpose of maintaining full enrollment and serving families most in need of services according to federal guidelines.
23. Reports suspected incidents (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) to appropriate parties for the purpose of maintaining enrolled child's personal health and safety and adhering to KCI standards/or policies.
24. Visits children's homes for the purpose of enrolling students in program, interviewing parents, informing parents/students of KCI and/or community resources and providing child development and parenting information.
25. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
26. Assists staff in involving families in program planning, implementation and evaluation for the purpose of active participation in the program operation.
27. Assists in self-evaluation process for the purpose of ensuring component compliance.
28. Assists staff and families obtain needed information on services (e.g. babysitting and transportation) for the purpose of accessing community resources.
29. Acts as a resource for staff and families regarding training, program activities and education, for the purpose of assisting with follow-up services.
30. Attends meetings (e.g. staff, Policy Council, training, conferences, workshops, screening committees if required) for the purpose of staff development and training.
31. Assists in the preparation and updating of forms and materials for the purpose of documenting program requirements.
32. Prepares and maintains reports, web-site articles, and component records for the purpose of providing written support and/or documentation.
33. Assists in the planning and implementation of program activities for the purpose of ensuring component coordination.
34. Assists Policy Council, center committees and staff in developing and implementing the component goals and objectives for the purpose of ensuring parent involvement in head start activities.
35. Supervises the process for the Adult Literacy Program for the purpose of ensuring compliance with federal guidelines.
30. Performs other tasks related to position description duties.

RELATIONSHIPS:

Internal: Maintains close contact with Family Advocates, Staff, Board of Directors, Policy Council, and Parents of Kids Central.

External: Maintains contact with school officials, community agencies, external community groups, and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in Early Childhood Education, Social Work, or acceptable related field, a Master's Degree is preferred.
- Three years experience in education, early intervention or human services related field.
- Training and/or experience securing and individualizing services for children with disabilities preferred.
- A minimum of five years work experience in non-profit agency operations management and supervision, or equivalent experience working in public schools with Pre-K program knowledge, or equivalent experience in private sector day-care operations, or an equivalent combination of experience and education.
- Current physical examination and TB screen documentation upon hire
- Must have adequate means of transportation and posses a valid Virginia Drivers License.
- Working knowledge of community agencies and Head Start performance standards. Head Start experience (preferred).
- Understands social and economic background and developmental needs of children and families.
- Demonstrated ability to organize, direct and train personnel in areas relevant to the provision of services to Head Start children and families. Ability to coordinate and/or conduct training Sessions (preferred).
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, community groups, and other related agencies and people.
- Endorses the Head Start philosophy with the ability to implement its principle or shared authority and decision-making.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Family Advocate – Family Involvement Specialist/Disabilities Assistant**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 70 pounds</p> <p>Up to 70 pounds</p> <p>Up to 70 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Family Services/MIS Representative

PERFORMANCE
PROFILE SOURCE: Program Support

DEPARTMENT: Children and Family Services

REPORTS TO: Assistant Director – Child and Family Services

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for data entry, ERSEA assistance and enrollment tracking.

IMPORTANT FUNCTIONS OF THE POSITION:

Ensure accurate data entry into PROMIS as application information is obtained. Review program applications to ensure they are completely and accurately filled out before entering data into PROMIS. Work with Family Advocates, Teachers, and all Kids Central staff to pinpoint areas that recruitment efforts may need to concentrate on. Assist with data entry and other tasks as assigned by the Assistant Director. Works collaboratively with senior management staff to ensure accurate data collection for Program Information Reporting. Collect and report updates to webmaster to update the Kids Central website. Delete children that have dropped from COR and transfer children that have switched centers, home base, etc. Provide quarterly reports of COR for each center and home base to the Assistant Director – Education.

KEY ROLES:

1. Recognize the importance of the position as the first contact between parents and community members of Kids Central.
2. Maintains master schedule of Kids Central activities, meetings and events, collecting and disseminating information to Kids Central staff, volunteers, parents and the community as instructed.
3. Maintains center enrollment.
4. Track and report monthly attendance by program, as well as individual center attendance percentages and report to Assistant Director.
5. Develop, monitor, and report ration of 3 and 4 year olds in each Kids Central classroom.

6. Data entry for HSFIS and PROMIS.
7. Update PROMIS to accurately reflect enrollment for each center and home base program in Kids Central.
8. Cooperates successfully as a member of the Kids Central team.
9. Communicates effectively with others, including giving and receiving feedback on the quality of services.
10. Maintains confidentiality of all program related information.
11. Perform other related customer service duties as requested.
12. Assist with recruitment of Kids Central children as needed.
13. Attend trainings as required.

ADDITIONAL RESPONSIBILITIES:

1. As assigned by the Assistant Director.

RELATIONSHIPS:

Internal: Maintains close contact with parents, staff, Board of Directors and Policy Council members.

External: Maintains contact with external community members and others.

SKILLS/KNOWLEDGE REQUIRED:

- Associate Degree
- Working knowledge of Head Start and Kids Central.
- Demonstrated ability to organize and coordinate information.
- Strong personal communication skills.
- Ability to manage multiple tasks.
- Ability to establish and maintain effective working relationships with staff, parents, Board members, and other related agencies and people.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, light lifting, work on a telephone station, copier and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Family Service/MIS Representative**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 30 pounds</p> <p>Up to 30 pounds</p> <p>Up to 30 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
		X		
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
		X		MAIL
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Bus Monitor
PERFORMANCE
PROFILE SOURCE: Program Support

DEPARTMENT: General Workers

REPORTS TO: Teacher

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

To monitor and supervise the transportation of children to and from their classrooms and program activities.

ADDITIONAL RESPONSIBILITIES:

1. Completion of assigned task.

RELATIONSHIPS:

Internal: Works with staff for a specific task or duty. This employee may or may not have status as a full or part-time employee.

External: None

SKILLS/KNOWLEDGE REQUIRED:

- Various as needed to accomplish task or duty.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: To be stated when known.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Bus Monitor**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation
Up to 70 pounds
Up to 70 pounds
Up to 50 pounds
Automobiles and Office Equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
	X			
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
	X			

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: General Worker
PERFORMANCE
PROFILE SOURCE: Program Support
DEPARTMENT: General Workers
REPORTS TO: Assistant Director

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

To assist where needed and to accomplish a specific assigned task, duty or role.

ADDITIONAL RESPONSIBILITIES:

1. Completion of assigned task.

RELATIONSHIPS:

Internal: Works with staff for a specific task or duty. This employee may or may not have status as a full or part-time employee.

External: None.

SKILLS/KNOWLEDGE REQUIRED:

- Various as needed to accomplish task or duty.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: To be stated when known.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **General Worker**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 70 pounds

Up to 70 pounds

Up to 50 pounds

Automobiles and Office Equipment

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
	X			

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Janitor
PERFORMANCE
PROFILE SOURCE: Program Support

DEPARTMENT: General Workers

REPORTS TO: Executive Director

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

To perform a full range of custodial duties related to the cleaning of assigned buildings and facilities and to run errands or deliver packages and supplies as needed.

KEY ROLES:

1. Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets; wash windows, mirrors and walls; replenish supplies in the restrooms.
2. Sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets.
3. Dust and polish furniture, woodwork, fixtures and equipment; clean desks and counter tops.
4. Gather and empty trash, clean and sanitize waste receptacles; pick up papers and other debris.
5. Move and arrange furniture and equipment and set up rooms for conferences and meetings.
6. Steam clean or shampoo carpets.
7. Replace lights and adjusts shades and blinds.
8. Regulate ventilation and temperature; clean air vents as required.
9. Identify and report building maintenance needs in assigned buildings and facilities.
10. Deliver packages and supplies as needed.
11. Perform related duties and responsibilities as required.
12. Clean and restore building interiors damaged by fire, smoke or water using commercial cleaning equipment.

13. Move heavy furniture, equipment and supplies, either manually or by using hand trucks.
14. Notify the Executive Director concerning the need for repairs to facilities.
15. Notify the Executive Director concerning the need for repairs to facilities.
16. Remove snow from sidewalks and parking areas using shovels and snow melting chemicals.
17. Requisition supplies and equipment needed for cleaning and maintenance duties.
18. Set up, arrange and remove decorations, tables, chairs, ladders and scaffolding to prepare facilities for events such as banquets and meetings.
19. Spray insecticides and fumigants to prevent insect and rodent infestation.

RELATIONSHIPS:

Internal: Maintains close contact with staff.

External: Maintains contact with external vendors, contractors, suppliers and others.

SKILLS/KNOWLEDGE REQUIRED:

Knowledge of:

- Methods, materials and equipment used in custodial work
- Safe work practices

Qualifications and Abilities:

- Clean and care for assigned areas and equipment
- Learn to use a variety of custodial equipment, supplies and materials
- Operate and perform minor maintenance repairs on floor polishers, buffers and vacuum cleaners
- Work independently in the absence of supervision
- Understand and follow oral and written directions
- Establish and maintain effective relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- High School Diploma or GED desired
- Ability to read basic operating instructions

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance

Experience:

- One year of experience in janitorial or custodial work

License:

- Possession of, or ability to obtain, an appropriate valid Virginia Driver's License. All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Working Conditions:

- Some exposure to dust and noise
- Some heavy lifting, standing and climbing
- May work at heights
- Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, medium to heavy lifting, work with motorized machines, and other standard requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Janitor**

A. Physical Requirements

- | | |
|--|---|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 80 pounds</p> <p>Up to 80 pounds</p> <p>Up to 80 pounds</p> <p>Automobiles and Janitorial Equipment</p> |
|--|---|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			Will move from site to site
		X		
	X			
	X			
	X			

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	

Exempt X Non-Exempt

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Substitutes (On-Call)**

- A. Physical Requirements
- | | |
|--|--|
| 1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment | Explanation
Up to 70 pounds (the approximate weight of a large child)
Up to 70 pounds
Up to 70 pounds
Automobiles and Office Equipment |
|--|--|

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting			X		
6. Standing			X		
7. Walking			X		
8. Bending			X		
9. Stooping			X		
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head			X		
13. Grasping:					
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:					
a. One Hand		X			
b. Two Hands		X			

B. Environment Requirements

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature				X	
2. Outside Work			X		
3. Exposure to Dust, Fumes, Odors, Water, Etc.				X	
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards				X	
5. Normal (Inside) Environment		X			

C. Sensory Requirements

				Explanation
1. Eyesight				
a. Normal/Corrected	X	Necessary	Not Necessary	
b. Close Eye Work		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
2. Hearing				
a. Normal Tones	X	Necessary	Not Necessary	
b. Soft Tones		Necessary	X	Not Necessary
c. Other		Necessary	X	Not Necessary
3. Distinguish Smells	X	Necessary	Not Necessary	
4. Distinguish Temperatures By:				
a. Touch		Necessary	X	Not Necessary
b. Proximity		Necessary	X	Not Necessary

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Administrative Aide

PERFORMANCE

PROFILE SOURCE: Direct Service Delivery

DEPARTMENT: General Workers

REPORTS TO: Executive Director

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Under the direct supervision of the Executive Director, the Administrative Aide maintains the agency's telecommunications system and performs clerical functions. The Administrative Aide is often the first point of contact with the organization, providing information and a positive impression of the agency.

ADDITIONAL RESPONSIBILITIES:

1. Operate and maintain the central telecommunications systems.
2. Answer all incoming calls, transfer them to the appropriate person or take messages.
3. Provide information on the agency's services.
4. Receive and greet agency visitors, directing them to the appropriate person.
5. Perform clerical duties, e.g., making copies, sending faxes, typing documents, and preparing mailings.
6. Maintain records and filing systems of forms and other written materials, according to KCI filing procedures.
7. Process and post outgoing mail including regular trips to the Post Office to retrieve mail and to post mail.
8. Receive and forward incoming mail.
9. Performs such other tasks and assumes other responsibilities as requested by the Executive Director

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

RELATIONSHIPS:

Internal: Assists staff with assignments and projects

External: Greet and assist visitors; answer telephone calls, assist the caller, and forward calls to the proper staff member.

SKILLS/KNOWLEDGE REQUIRED:

- Minimum of a high school diploma or equivalent with course work in business and/or word processing
- Minimum of one year in a similar position
- Beginner's level proficiency in Microsoft Word or Word Perfect 6.1, Windows, and Lotus or Excel
- Demonstrably congenial inter-personal skills, including comfort greeting strangers
- A clear understandable speaking voice and use of proper telephone etiquette
- Ability to resolve problems to direct visitors or callers to the appropriate person, or to help the visitor or caller
- Must be courteous, articulate, well-organized in the work setting, punctual, able to complete tasks promptly, and able to perform tasks with minimal supervision
- Must be willing to work a flexible schedule occasionally

ADDITIONAL REQUIREMENTS:

Regular access to a reliable vehicle, vehicle insurance, and a current Virginia driver's license. Ability to pass a health examination and criminal background check. Successful experience working in a team setting. Ability to present a positive image of the organization to members of the community. Visual and auditory acuity within professionally determined normal ranges, with correction if needed. Manual dexterity sufficient to operate office equipment, including but not limited to a computer, telephone, fax machine, copier, and tape recorder. Must be able to travel, enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions. Experience successfully and respectfully working with a culturally diverse staff and clients.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform duties.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, light lifting, work on office equipment, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____

Incumbent

Approved by: _____ Date: _____

Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Administrative Aide**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Health Services Assistant
Full-Time/Part Year Position (August – May)

PERFORMANCE
PROFILE SOURCE: Service Delivery

DEPARTMENT: Health and Nutrition Services

REPORTS TO: Health Services Specialist

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

To assist the Health Services Manager in the health and mental health components of the Head Start and Early Head Start programs.

KEY ROLES:

1. Responsible for assisting the Health Services Manager in the development, implementation and annual update of the health program, ensuring that the health component meets the needs of the children and families in accordance with the Head Start Performance Standards.
2. Assist the Health Services Manager develop collaborative partnerships with public, civic groups and social agencies within the community. Represent the organization and interprets its objectives, standards and programs. Support Board committees as assigned.
3. Participate in activities to maintain good public relations for Kids Central's programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Assists families in linking with an ongoing system of health services, promoting parent involvement in all aspects of health services.
2. Assist in the coordination and scheduling of needed health related services for children and families.
3. Supports parents in obtaining follow-up services for identified health needs.
4. Assists staff in tracking provisions of well-child services.
5. Assists in organizing and maintaining the Health Services Advisory Committee.

6. Assists in coordinating with local health care professionals and service providers to ensure services are available and accessible.
7. Assists in coordinating with other program staff to develop health contracts and/or agreements with health related service agencies.
8. Promotes health and safety practices within the agency for staff, and children and families.
9. Assists in coordinating safety and sanitation procedures, first aid, CPR, emergency medical procedures, required screening activities and health training for staff, children and families.
10. Assists staff in identifying children's health needs, establishing medical/dental homes and obtaining eligible medical insurance.
11. Assists in securing the services of medical professionals to review, evaluate and interpret health records and other vital health service data as necessary.
12. Cooperates successfully as a member of a team.
13. Communicates effectively with others, including giving and receiving feedback on the quality of services.
14. Responsible for eligibility, recruitment, selection, enrollment and attendance requirement for all children and families eligible for Head Start Services.
15. Responsible for non-federal share contributions.
16. Maintains confidentiality of all program related information.
17. Demonstrates working knowledge of overall Head Start goals and philosophy.
18. Interprets and enforces the policies and procedures regulations applicable to the job component.
19. Attends training and conferences as directed. Assumes responsibility for professional growth and development and serves as a representative for the agency.
20. Plans and assists with annual budgeting and prepares monthly purchase requisitions in coordination with appropriate staff.
21. Performs such other tasks and assumes such other responsibilities as requested by the Health Services Manager, Assistant Director and/or the Executive Director.

RELATIONSHIPS:

Internal: Maintains close, daily contact with staff professionals and para-professionals to ensure goals of the program are being met and services are being provided. Maintains contact with all staff, parents and the Board of Directors and the Parent Policy Council.

External: Maintains contact with external community groups, schools, parents and others to assist in resolving problems and to publicize Kids Central.

SKILLS/KNOWLEDGE REQUIRED:

- Associate degree from an accredited college in Health Administration or related field, preferred.
- Three years relevant experience in Health, Education or Human Services related field.
- Demonstrates knowledge of overall Head Start goals and philosophy and performance standards.
- Working knowledge of the PROMIS program.
- Demonstrated understanding of principles and functions of leadership and management.
- Working knowledge of human service delivery systems and resources.
- Understanding of social and economic background and developmental needs of children and families.
- Effective interpersonal and communication skills.
- Working knowledge of computer and office technology.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Health Services Assistant**

A. Physical Requirements

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Lifting 2. Carrying 3. Pushing/Pulling 4. Use of Equipment | <p>Explanation</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Up to 10 pounds</p> <p>Automobiles, office equipment</p> |
|--|--|

- 5. Sitting
- 6. Standing
- 7. Walking
- 8. Bending
- 9. Stooping
- 10. Crawling
- 11. Climbing
- 12. Reaching Above Head
- 13. Grasping:
 - a. One Hand
 - b. Both Hands
- 14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
		X		
		X		
		X		
			X	
			X	
			X	
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

- 1. Exposed To Marked Changes In Temperature
- 2. Outside Work
- 3. Exposure to Dust, Fumes, Odors, Water, Etc.
- 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
- 5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
			X	
			X	
			X	
			X	
X				

C. Sensory Requirements

- 1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
- 2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
- 3. Distinguish Smells
- 4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Maintenance Worker

PERFORMANCE

PROFILE SOURCE: Program Support

DEPARTMENT: Maintenance

REPORTS TO: Executive Director

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for daily maintenance of buildings and grounds.

KEY ROLES:

Leadership

1. Ensure the facilities and grounds of Kids Central are safe and well maintained.

Resource Management

1. Manage financial resources. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for KIDS Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Repairs facilities to include carpentry, electrical, plumbing, and other minor repairs.
2. Inspects buildings and grounds and performs preventive maintenance checks to assure compliance with state building codes and licensing requirements.
3. Advises Administrative Director of condition of buildings and grounds.
4. Responds to job work orders as required.
5. Disassembles, inspects, and replaces worn or broken parts. Fits and adjusts new or repaired parts.

6. Maintains repair records and orders repair parts from designated suppliers.
7. Implements a system of preventative maintenance on mechanical equipment such as fans, motor driven equipment, lawn equipment, etc.
8. Responsible for in-kind contributions.
9. Performs such other tasks and assumes other responsibilities as directed by the Executive Director.

RELATIONSHIPS:

Internal: Maintains contact with the Executive Director and other staff to meet the maintenance needs of Kids Central.

External: Maintains contact with vendors and suppliers.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or GED certificate required. Administration has the authority to waive this requirement to ensure KCI has the best personnel available.
- Two (2) years experience in the fields of building and grounds maintenance.
- Working knowledge of hand tools.
- Skilled in performing electrical, plumbing, and carpentry work or repairs.
- Hold a valid Virginia Commercial Driver's License with P and S endorsement
- Ability to perform mechanical repairs on pieces of motorized equipment.
- Ability to lift and move at least 75 pounds.
- Ability to work without supervision.
- Demonstrate effective written and oral communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light lifting, work on a computer station, and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Maintenance Worker**

A. Physical Requirements

1. Lifting Up to 75 pounds
2. Carrying Up to 75 pounds
3. Pushing/Pulling Up to 50 pounds
4. Use of Equipment Automobiles, Lawn Equipment, Lifts, Pulleys, Dollies, Shop Tools

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
	X			
	X			
	X			
		X		

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Garage Helper
PERFORMANCE
PROFILE SOURCE: Program Support

DEPARTMENT: Transportation

REPORTS TO: Mechanic

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Performs skilled and unskilled tasks necessary for the operation of KCI transportation and fleet maintenance. The garage helper will assist in the repair of fleet vehicles as assigned by the Mechanic or Executive Director.

KEY ROLES:

1. Assists with fleet vehicle maintenance.
2. Performs emergency road service runs.
3. Washes and cleans school buses, vans, cars and other equipment as required.
4. Orders and picks up parts as authorized by the mechanic.
5. Holds or will acquire required driver's license(s) and endorsements necessary to operate all KCI owned or leased vehicles.
6. Maintains regular attendance.
7. Performs other duties as assigned by the Mechanic or Executive Director.

SKILLS/KNOWLEDGE REQUIRED:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or equivalent.
- Hold a valid Virginia Commercial Driver's License with P and S endorsements.

- Prefer trade school attendance in automotive classes or on the job experience in gas and diesel mechanics.
- Language Skills: Ability to read, write and interpret documents such as operating and instructional manuals. Ability to generate and understand written documentation.
- Must be able to effectively understand and communicate verbal instructions.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply ratio and percent concepts to the mixing of solutions.
- Reasoning Ability: Ability to apply common sense understanding to establish or carry out instructions furnished in written, oral or diagram form.
- Ability to prioritize tasks.
- Other Skills and Abilities: The employee will be able to operate hand and power tools, and all vehicles owned by employer.

RELATIONSHIPS:

Internal: Maintains contact with Mechanic and other staff to meet the mechanical maintenance needs of Kids Central.

External: Maintains contact with vendors and suppliers.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light to moderate lifting, work on a computer station, and other standard job requirements. All the duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Garage Helper**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 75 pounds

Up to 75 pounds

Up to 75 pounds

Automobiles, Lifts, Pulleys, Dollies, Shop Tools

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
	X			
	X			
	X			
	X			
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
	X			
	X			
	X			
		X		

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	

Kids Central Incorporated

POSITION DESCRIPTION

TITLE: Mechanic
PERFORMANCE
PROFILE SOURCE: Program Support
DEPARTMENT: Transportation
REPORTS TO: Executive Director
☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Responsible for maintenance of all agency vehicles.

KEY ROLES:

Leadership

1. Ensure the fleet of Kids Central is safe for transporting children.

Resource Management

1. Manage financial resources. Control expenditures against budget, making recommendations or expenditures to purchase supplies and equipment.

Marketing and Public Relations

1. Participate in activities to maintain good public relations for Kids Central programs, services and activities.

ADDITIONAL RESPONSIBILITIES:

1. Repairs fleet to include all cars and buses owned or leased by Kids Central.
2. Advises Executive Director of condition of vehicles.
3. Responds to job work orders as required.
4. Disassembles, inspects, and replaces worn or broken parts. Fits and adjusts new or repaired parts.
5. Maintains repair records and orders repair parts from designated suppliers.
6. Knowledge of state laws and regulations in the maintenance and up-keep of motor vehicles.

7. Checks vehicles and performs preventive maintenance to assure safety standards are met as required by state and federal law.
8. Performs minor, roadside emergency repairs.
9. Performs daily vehicle maintenance to include oil change, lubrications, tune-ups, and other repairs as necessary.
10. Responsible for in-kind contributions.
11. Performs such other tasks and assumes other responsibilities as directed by the Executive Director.

RELATIONSHIPS:

Internal: Maintains contact with Executive Director and other staff to meet the transportation needs of Kids Central.

External: Maintains contact with vendors and suppliers.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or GED certificate required.
- Two (2) years experience in the field of auto mechanics.
- Working knowledge of hand tools.
- Holds a valid Virginia Commercial Driver's License with P and S endorsement.
- Ability to perform mechanical repairs on various vehicle types.
- Experience with auto body repairs helpful.
- Ability to lift and move at least 75 pounds.
- Ability to work without supervision.
- Demonstrate effective written and oral communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: The position requires movement, travel, light and some heavy lifting, work on a computer station, work under cars and buses and other standard job requirements. All duties of this position are within the bounds and requirements of the Americans with Disabilities Act.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ Date: _____
Incumbent

Approved by: _____ Date: _____
Executive Director

Kids Central Incorporated
Summary of Physical, Sensory and Environmental Requirements
Needed to Perform Essential Job Duties

Job Title: **Mechanic**

A. Physical Requirements

1. Lifting
2. Carrying
3. Pushing/Pulling
4. Use of Equipment

Explanation

Up to 75 pounds

Up to 75 pounds

Up to 75 pounds

Automobiles, Lawn Equipment, Lifts, Pulleys, Dollies, Shop Tools

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
 - a. One Hand
 - b. Both Hands
14. Fine Manipulating:
 - a. One Hand
 - b. Two Hands

Continuously	Frequently	Occasionally	Not At All	Explanation
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
	X			
	X			
	X			
	X			

B. Environment Requirements

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

Continuously	Frequently	Occasionally	Not At All	Explanation
	X			
	X			
	X			
	X			
		X		

C. Sensory Requirements

1. Eyesight
 - a. Normal/Corrected
 - b. Close Eye Work
 - c. Other
2. Hearing
 - a. Normal Tones
 - b. Soft Tones
 - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
 - a. Touch
 - b. Proximity

				Explanation
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
	Necessary	X	Not Necessary	
	Necessary	X	Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	
X	Necessary		Not Necessary	