

Job Detail



## Child Care Education Manager

Job Title: Child Care Education Manager  
UCLA Title: Analyst, Public Admin, Asst  
Job No.: H46795  
Work Hours: M-F  
Work Location: Simms/Mann  
Job Type: Career  
Duration: 1  
Minimum Salary: \$14.78 / \$2572  
Maximum Salary: \$26.63 / \$4633  
Layoff Referral Deadline: 07/22/2008

**Job Duties:**

Under general supervision of the Early Head Start Director, responsible for meeting all Head Start Performance Standards and State's Child Development Division (CDD) regulations for Venice Family Clinic's Early Head Start Program's Child Care Option. Also, responsible for the program's State CDD child care contract.

Functions include; Maintain wait list and monitor when vacancies occur. Work with appropriate staff to recruit as necessary. Enter child's information on Centralized Eligibility List (CEL) wait list and send letter to parents and home visitors. File documentation. When vacancies occur send a letter explaining certification appointment process with attached forms to family who is first in the wait list. Meet with family to complete all required paperwork. Complete State's 9600 form and approve days and hours. Notify family in a timely manner if they have been determined eligible and provide assistance to the family to begin child care search process. Meet with family and home visitor to transition family to child care option and review current Individual Form Partnership Agreement (IFPA). Arrange site visit for parent and child care provider and have them sign Children First Service Addendum. Complete Notice of Action (NOA) and enter start date onto the CDD application and child care option database. Also, complete change in status form and submit to Children First Data Coordinator. Change family's status on CEL. Send a welcome letter to family. Complete recertification process prior to 1 year expiration date at least 2 weeks in advance. Any change in work or school situation or family's information needs to be reflected on application and database. If change in service of eligibility occurs need to complete another NOA. Work closely with family and provider if family would like to switch providers. File all forms/documentation in Family Chart. Schedule 2 home visits and 2 conferences per year with child care provider and parent. Conduct and document child care parent committee meetings on a quarterly basis. Invite parents to required parent trainings throughout the year. Participate in monthly parent/child care provider meetings to work closely with family and provider on family's IFPA. Work with Children First staff to connect families to needed resources. Set up a transition meeting with Family and Community Services Manager when child becomes 30 months of age. Conduct regular child development screenings and incorporate information into IFPA. Encourage parents' involvement in all child activities. Complete observations of the children in coordination with Westside Children Center's staff. Complete regular phone calls to families. Meet weekly with Westside Children Center (WCC) staff to discuss monitoring of child care providers per Early Head Start and State regulations. Coordinate and Ensure WCC is doing environmental rating, developing T & TA plans and providing appropriate trainings to child care providers (including once per year training on State and Early Head Start requirements). Work with WCC to ensure quality of services provided to children. Review regularly the completion by WCC staff and child care providers of DRDPs., document and track action as needed. Review regularly child observation forms completed by WCC staff, document and track action as needed. Ensure and WCC is monitoring qualifications of caregivers and ensuring children's safety. Coordinate with Health Services Manager to visit centers regularly. Conduct regular visits announced and unannounced to Child Care providers following the Head Start Performance Standards. Enter data

into child care option database. Complete monthly electronic report to State to comply with State deadlines. Complete quarterly report for State to comply with State deadlines; coordinate with accounting department to do the financial part of the report. Submit to EHS Director for signature. Input child's schedule information in database and print out attendance sheets to give to WCC to distribute to each child care provider. Work with WCC staff to train child care providers and parents on completing attendance sheets correctly. Collect attendance sheets from WCC at the end of each month, input information and generate invoices. File attendance sheets and copy of invoices. Send original invoices to accounting department for payment of providers at the beginning of each month. Collect parents' fees when appropriate, record information and coordinate with accounting department. Ensure full enrollment to meet State and EHS grant goals (20 children per year). Manually review every month database reports versus attendance sheets and file revised information. Keep track of Best interest days and unexcused absences per child . Update monthly roster of children contracted per month per provider. Review State Funding Terms and Conditions and contract annually. Also recommend any changes in policy or procedure needed to assure compliance and high quality standards. Also recommend any changes in policy or procedure needed to assure compliance and high quality standards Attend appropriate trainings/conference. Meet regularly with EHS Director for supervision. Review this job description and recommend changes as needed during annual Performance Evaluation. Participate on EHS Management Team. Other duties as assigned.

**Job Qualifications:**

- BA degree in Early Childhood Education, Child Development or related field.
- State Program Director permit or ability to obtain.
- Knowledge of local and state health, safety and licensing regulations for child care facilities.
- Prior Head Start or Early Head Start experience and knowledge of its performance standards.
- Early Head Start experience and knowledge of its performance standards.
- Effective oral and written communication skills.
- Excellent computer skills including work experience with databases and creating Excel spreadsheets.
- Strong commitment to the field of child and family development services.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Demonstrated skills necessary for reporting, monitoring and compliance.
- Ability to convey ideas and communicate effectively often in the form of public speaking/presentation skills.
- Bilingual (Spanish-English) language skills.
- Preferred: Administrative experience with child care programs serving infants and toddlers.
- Experience working with low-income families.

For more information, please contact Stacey Scarborough at: [SScarborough@mednet.ucla.edu](mailto:SScarborough@mednet.ucla.edu)