



Position: Manager on Point
Supervisor: Head Start Director
Classification: Level IV-Exempt

+ Overview

Serve as the primary supervisor for the Centers to which assigned. This includes possessing a working knowledge and understanding of all Head Start Component areas and applicable Standards. The Manager on Point is responsible for ensuring compliance in all aspects of Head Start to include regulations as required by the Health Department and the Department of Children and Family Services. The Manager on Point is the supervisor for all teachers and support teachers. This individual shall handle all first-level discipline and grievances of the staff and has the authority to make recommendations for both promotion and termination.

+ Essential Job Functions

- Provide direct day-to-day supervision of the classroom staff in the assigned area(s)
- Hold teachers accountable for implementing Creative Curriculum, Conscious Discipline, and CLASS to the best of their ability and guiding teachers as needed
- Maintain working understanding of all the Head Start and CAPCIL Agency Policies
- Monitor and implement necessary activities to ensure that all calendar items, timeline items and checklists are followed safeguarding Head Start Standards, Health Department Regulations, and DCFS Regulations
- Work with the MSMOP on DCFS Corrective Action Plans and Fire Marshall Compliance Findings
- Execute county recruitment plan and help implement the Head Start Eligibility, Recruitment, Selection, and Enrollment, and Attendance (ERSEA) processes.
- Assist with the recruitment and engagement of parents as participants in family night events, parent nights, Policy Council, and classroom activity.
- Assist staff in completing the Professional Development Plan as required by Head Start standards.
- Work directly with the Lead Family Advocate to ensure compliance with all Family Service component requirements as required by Head Start
- Ensure that all staff and children's files are up to date and ready for a DCFS or Federal Review
- Complete annual evaluations of all subordinate staff and annual professional development plans including the development and evaluation of training schedules to enhance individual personnel skills.
- Maintain confidentiality of all information regarding children, families, and staff.
- Attend all staff meetings, trainings, workshops, and conferences according to Head Start Performance Standards and DCFS Licensing standards with at least 20 hours in-service training annually.
- Assist in recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.

+ Education and Experience

- On-Site MOPS must meet DCFS qualifications and Head Start Performance Standards for Teacher. Bachelor's degree in early childhood education or a related field is required.
- Must meet DCFS requirements for Early Childhood Assistants (Section 407.100 & 407.150) and HS Performance Standard requirements.
- Successfully complete fingerprint and background check as required by 89. Ill. Adm. Code 385, Background Checks (Section 407.110).
- Must be able to lift 50lbs and be 21 years of age or older.
- Must successfully complete CPR, First Aid, Food Protection Manager Certification, CLASS, ERSEA, Mandated Reporter, and any other certification deemed necessary for the program's operation.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: September 18, 2025 November 25, 2025

Community Action Partnership of Central Illinois Job Description

- If this position requires you to drive an agency vehicle, you will be subject to CAPCIL insurance reviews. If for some reason, you are unable to be insured by the agency's insurance, you will be unable to drive CAPCIL vehicles, which could result in termination.

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-B Retirement plan (CAPCIL will match up to 3%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
ERSEA compliance	Verifying applications	Application Summary Report	1 week after application complete at 75%; 100% completion after 2 weeks
DCFS Compliance	Ensuring all DCFS regulations are met	Corrective Action Plan Report	95% of all personnel files complete
Newly hired program staff are trained and complete their training timeline	Completed training timeline	Staff training and tracking spreadsheet	Subordinate staff are trained within 90 days according to timeframes in the document

Signature of Staff Member

Date

Signature of Human Resources Director

Date