



**Position:**  
**Supervisor:**  
**Classification:**

Manager on Point  
Head Start Director  
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 assist with the implementation of 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 the completion of the Professional Development Plan as required by Head Start standards.
- Work directly with the Lead Professional Development Coach 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 in accordance with Head Start Performance Standards and DCFS Licensing standards with a minimum of 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.

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

Updated: August 14, 2023

## Community Action Partnership of Central Illinois Job Description

- 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, and any other certification deemed necessary for the operation of the program.
- 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 \$2,500 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 (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)
- 3 Personal Days (Available on your first day and prorated based on hire date)
- 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
Quality HS Services for families and children	Retaining Staff	Staff Retention report from HR	No more than 15% turnover in assigned sites

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Signature of Staff Member

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Date

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Signature of Human Resources Director

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Date