

**Oregon Child Development Coalition
JOB DESCRIPTION**

Position Title:	Head Start Monitor
Wage/Hour/Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Grade:	14
Reports to:	Monitoring and Compliance Coordinator
<i>Employee's signature of acknowledgment and understanding of this document:</i>	
_____	_____
<i>Name</i>	<i>Date</i>

Position Summary:

Conducts ongoing monitoring activities on Head Start programs. Responsible for reporting on program outcomes and compliance with all applicable standards.

Essential Functions:

1. Data Collection
 - a. Selects and gathers the necessary data to gage program compliance with Head Start Performance Standards, Oregon Child Care Division regulations, and other applicable rules.
 - b. Employs appropriate sampling techniques such as simple random sampling or probability sampling design.
 - c. Uses proven collection methods such as interviews, document reviews, and observations.
 - d. Ensures the information collected is valid and reliable.
 - e. Ensures all findings are supported by evidence from a comprehensive list of sources.
2. Monitoring and Assessment
 - a. Collects and processes monitoring and assessment information.
 - b. Develops appropriate graphs, charts, and tables to present the information in a simple and informative manner.
 - c. Clearly articulates the difference between expected and actual results.
3. Administration
 - a. Assists with reports and presentations.
 - b. Assists with improving existing and developing new methods and tools.
4. Quality Control

- a. Performs quality control inspections as requested at program sites.
- 5. Training
 - a. Assists with trainings on monitoring and assessment methods as needed.
- 6. Professional Development
 - a. Maintains professional and technical knowledge.
 - b. Attends designated educational workshops, trainings and seminars, establishing personal networks, participating in training and coordinating activities as part of the statewide OCDC team.
 - c. Stays abreast of the literature on research and best practices in program evaluation sciences.
- 7. Safety
 - a. Applies safety practices in all facets of the performance of duties by:
 - a. Complies with agency safety standards.
 - b. Supports participation of a safe environment.
 - c. Immediately reports any unsafe or hazardous working conditions and/or any injury.
- 8. Other
 - a. Maintains confidence and protects agency operations by keeping information confidential in compliance with OCDC policy and procedures.
 - b. Performs other work related or assigned duties.

Education and Job Requirements:

- BA/BS degree in management science, marketing, public administration, statistics, operations research, or related course work (research and evaluation, assessment), **AND**
- Minimum of 2 years experience working in a childcare, educational, or social services setting with strong emphasis on program monitoring.

OR

- AA degree in management science, marketing, public administration, statistics, operations research, or related course (research and evaluation, assessment), **AND**
- Minimum of 4 years experience working in a childcare, educational, or social services setting with strong emphasis on program monitoring.

Other Job Requirements:

1. Head start work experience preferred.
2. Ability to pass an agency sponsored physical examination. TB test documented.
3. Demonstrate strong commitment to the laws that protect children in the State of Oregon.
4. Ability to travel extensively.
5. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
6. Must be enrolled in Oregon Criminal History Registry.

Other Skill Requirements:

1. Bilingual Spanish/English preferred.
2. Computer proficiency and working knowledge of database, spread sheet, and other software applications.
3. Demonstrated ability to work with multilingual, multicultural staff over a wide geographic area.
4. Intermediate - advanced understanding of quality control, statistical analysis, and research methods
5. Highly effective communication and relationship building skills.
6. Attention to detail.
7. Highly organized.
8. Self directed and resourceful.
9. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision making.

Physical Requirements of the Job:

Physical Job Analysis available.

Job Conditions:

This position requires the incumbent to work in an environment where there may be frequent interruptions, periods of working alone, evening work, and working long hours during peak periods and extensive travel. May work outdoors intermittently with exposure to typical Oregon weather.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.