

## Job Description

**Title: Monitoring & Technical Assistance Specialist-EHS**

**Department: Quality Assurance**

**FLSA Status: Non-Exempt**

**Reports to: Director of Q/A**

**Date: \_\_\_\_\_**

**Approved: \_\_\_\_\_**

### Job Summary:

The Early Head Start Monitoring & Technical Assistance Specialist Monitor conducts internal reviews of Head Start program operations for compliance with the state and federal regulations. Provides support to Head Start staff regarding compliance issues conducted by on-site visits, data collection, evaluation and reporting.

### Essential Duties and Responsibilities:

- Support the development of The Neighborhood Place of Early Head Start Policies and Procedures
- Monitor external contracts entered by The Neighborhood Place of Early Head Start
- Conducts internal reviews of Head Start program operations for compliance with state and federal regulations
- Provides support to Head Start staff regarding compliance issues conducted by on-site visits, data collection, evaluation and reporting
- Conducts site visits to child care centers to monitor the Early Head Start classroom for program compliance
- Accesses and retrieves student and program information from student registration records and computer databases for program information reports
- Maintains a system for on-going monitoring activities and reporting of all program noncompliance findings
- Participates in the development of corrective action plans with appropriate follow-up and documentation of improvement
- Ensure Head Start staff is up to date with HSPPS required documentation
- 30% or more travel will be required if needed
- The use of an ELC issued laptop and cell phone to be used during scheduled work hours only
- Performs related duties as required

### Skills and Abilities:

- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to Work Effectively with a diverse population
- Flexibility
- Problem Solving
- Initiative
- Extensive Report Writing

### Computer Equipment and Software Requirements:

- Microsoft Office Suite

**Experience and Training:**

- Bachelor’s Degree in Psychology, Early Childhood and/or Elementary Education (Pre-K to 3 grade)
- Auditing Experience plus Knowledge of State Applicable Regulatory Rules and Regulations and Head Start performance standards and practices
- Superior communication and interpersonal skills highly desirable; must be highly self-motivated and self-directing
- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver’s License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Supervisor

Date