



## **Program Monitor Specialist**

### **POSITION OVERVIEW:**

The Program Monitor Specialist monitors early childhood education services to ensure compliance with external regulatory and internal program standards, compiles and analyzes data, prepares statistical and narrative reports, and collaborates to determine short and long range action plans. In addition, this position coordinates business related support services for child care facilities including, collections, reporting, auditing and tracking, and collaborates with partners inside and outside of agency to efficiently operate services for children and families in accordance with policies, procedures, and the philosophy of the MPP Board of Directors and the Head Start Policy Council and the Head Start Program.

### **ESSENTIAL DUTIES:**

- Implements and ensures procedures are in place for continuous site-based monitoring and reporting of 0-5 Head Start and extended day programs. Ensures all programs are in compliance with Head Start Performance Standards and North Carolina Day Care licensing. Establishes and monitors the systems that assures program quality through the efforts of team collaborations.
- Responsible for 0-5 extended day program: vouchers, fees, and payment collection. Works with the Finance Department to maintain a tracking system that ensures accounts are current.
- Communicates directly with DSS and Southwestern Child Development regarding extended day enrollment, and other information as needed.
- Develops and maintains Extended Day and Summer Program Standard Operating Procedures.
- Assists with planning, implementation, monitoring and evaluation of the extended day program.
- Compiles final draft of Head Start Standard Operating Procedures and distributes.
- Annually updates the Head Start Parent Handbook – corrections and changes, and secures sources for printing.
- Oversees electronic delivery of Program Information Report and the Annual Community Report, as well as the publication and distribution of the reports.
- Oversees monitoring procedures in data system that outlines the person (s) responsible for completing the monitoring, which person(s) and/or systems are to be monitored, and the tasks/responsibilities to be monitored.
- Coordinates, plans, oversees, analyzes annual self-assessment, community assessment, training and technical assistance plan, program plans, and data management system.
- Monitors assurance of compliance with Performance Standards and other federal and state regulations; assist in the review process by providing program information, and determines long range and short term program goals.
- Presents Community Assessments, Self-Assessments, Training and Technical Assistance Plans to Policy Council, Selection Criteria Meeting, etc., as needed.



**REQUIREMENTS:**

- An Associate's Degree in Education, Statistics, Research, Business Administration or related field, from an accredited college or university, or equivalent experience. Experience in data collection and reporting in a Head Start setting, preferred.
- Ability to interpret, apply policies, procedures and regulations.
- Ability to collect, assemble and analyze data.
- Grant writing experience, preferred.
- Excellent research skills.
- Ability to communicate and present in a professional manner.

Macon Program for Progress is an Equal Opportunity Employer.