



*Making a difference in the lives and families of
young children within our communities*

VACANCY ANNOUNCEMENT

Date: September 20, 2018

Closes: Open until filled

TITLE: Compliance and Data Manager

REPORTS TO: Programs Director

SALARY RANGE: \$20-\$22 per hour

SCHEDULE: Full-time, 48 weeks per year

PURPOSE: Supports the Agency's mission. Works closely with all directors and coordinators and is responsible for overseeing all data systems, regulatory compliance, Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA), and community assessment. Ensure proper maintenance and accuracy of information in the system and providing reports, analysis, and system assistance as needed.

MINIMUM QUALIFICATIONS

- Minimum of 2 years of experience in data collection and information processes and systems, database management, analysis, and reporting (preferably ChildPlus). An equivalent combination of education and experience may be considered.
- Head Start experience and knowledge of Head Start and child care regulations experience is preferred.
- Ability to collect and analyze information to meet informational needs, and develop statistical analyses, reports, and/or data as needed.
- Knowledge and experience along with knowledge of childcare regulations, policy and procedure compliance.
- Excellent interpersonal, oral, and written communication skills.
- Ability to create and present effective presentations and training sessions.
- Intermediate to advanced computer skills in operating various word processing, spreadsheet, and database software programs in a Windows environment.

Data Management and Compliance

- Assist with ongoing compliance, oversight and correction to ensure effective implementation of program standards and regulations in all program areas: Child Development, Family Engagement, ERSEA, health, nutrition, mental health, safety, and disabilities.
- Analyze, aggregate, and compare data and assist others in using data to for continuous quality improvement, identifying programs strengths, needs, and risks and sharing that data to inform
- Share data in ways that are clear, concise, and effective.
- Utilize a variety of established database systems, including but not limited to ChildPlus and Teaching Strategies Gold. Responsible for database administration including understanding database capabilities and assessing usefulness for program needs, database updates, user access and troubleshooting.
- Ensure accurate data collection, analysis, and reporting in other program areas not captured in established data systems.
- Coordinate an annual self-assessment that uses program data to evaluate the programs progress towards meeting goals, complying with program performance standards throughout year, and the effectiveness of family engagement systems in promoting school readiness.
- Contributes to agency publications, grants, reports, manuals, internal procedures, and research as needed
- Assist in implementing procedures that prevent the recurrence of previous quality and compliance issues.
- Remains current in data management and compliance areas and disseminates information as needed

- Ensure security and confidentiality of data at all times via appropriate security settings in information systems and documentation procedures which support confidentiality.
- Work closely with managers and supervisors to develop required and ad hoc reports.
- Train and provide support to staff in utilization of data systems, reports, etc.

Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

- Responsible for analysis, planning, development, and implementation of all aspects of ERSEA operations in compliance with Head Start Performance Standards.
- Plan, develop, and provide training related to ERSEA systems, policies, and procedures.
- Review, revise and update ERSEA policies and procedures annually or as needed.
- Prepare and distribute timely reports and tracking regarding ERSEA updates.
- Manage family recruitment activities in all service areas throughout the year (particularly in the months leading to program start-ups), and coordinate the enrollment of families into the appropriate program with other staff members as needed.
- Review ERSEA documentation and ensure compliance with Agency guidelines and Head Start Performance Standards.
- Monitor ERSEA deliverables and progress towards goals as assigned, including but not limited to enrollment numbers and daily attendance information.
- Work closely and collaborate with other members of management to plan and execute the ERSEA component as needed.

Other

- Assists Program Director regarding program-related operations and issues.
- Designs and presents related training/workshops and drafts internal procedures.
- Make and meet commitments by demonstrating discipline, results orientation and effective time management.
- Attends internal staff meetings and external community partner meetings as required
- Establish and maintain open, positive, and respectful communications with staff at all levels of the Agency.
- Assist in the development, review, and maintenance of Head Start Policies & Procedures as needed.
- Strictly adhere to all safety policies and procedures at all times and respond/correct any at-risk safety issues immediately.
- Strictly adhere to agency code of ethics and standards of workplace behavior.
- Perform other duties as assigned to meet business needs including regular and reliable attendance and adherence to all company workplace behavior standards.
- Assures agency compliance with Head Start, child care licensing standards, CACFP, and other program regulatory requirements through collaborative teamwork.

To Apply: Submit resume, CCS Employment Application and cover letter to cgruver@ccsalaska.org or CCS Administrative Office, 2060 E. Industrial Dr. Wasilla, AK 99654

Applications are available at www.ccsalaska.org

CCS Early Learning is an Equal Opportunity Employer