



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

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Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Program Design Compliance Coordinator**

**FLSA: Non-Exempt**

**Class Title: Program Coordinator III**

**Range: 5**

**Reports to: Head Start Associate Director**

### Position Requirements:

**Education and Experience:** BA/BS Degree in Early Childhood Development, Business Administration, Project Management, Non Profit Administration or highly related field or a combination of education, experience and training. Experience working in and knowledge of early childhood development and five (5) years Head Start experience with an understanding of all service areas.

**Licenses Required:** Must meet Minnesota Department of Human Services Division of Licensing requirements for Head Teacher.

**Certifications Required:** Must provide transcript and/or certification, and certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through the Bureau of Criminal Apprehension and search on NSOPW.

**Knowledge:** Knowledge of the Head Start Program Performance Standards, Head Start Act and Minnesota Child Care regulations.

**Abilities:** Ability to work independently and analyze issues, identify alternative solutions and implement recommendations to support program goals.

**Skills:** This position requires strong communication skills and excellent oral and written communication skills. Demonstrate supervisory and leadership skills, problem solving, and handle and prioritize multiple tasks.

### Duties and Responsibilities:

Monitor and analyze program policies and procedures and systems to determine effectiveness and present updates to Head Start Director. Take the lead in completing responses to the Region V office and updating program plans and manuals. Provide guidelines and interpretation on compliance with Federal program and State child care licensing requirements, regulations and guidelines. Develop data analysis of child outcomes, support review and updating of school readiness goals, and assist service area coordinators. Assist the Head Start Director with grants, communication and reports. Supervise staff in the Program Design department. Conduct other duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding. Able to tolerate extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must have a valid driver's license.

Posting Date: 4/24/2024

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: E.Grant

Status: Permanent/FT

Wage: \$22.47 - \$24.72 per hour- DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care

Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.