

JOB DESCRIPTION

JOB TITLE: Logistics & Compliance Coordinator (9931)

Job Summary:

Under the direction of the Assistant Administrator or designee, assists with the overall planning and compliance of the Early Childhood Education Program and ensures quality services to children and families including children with disabilities. Responsible for monitoring the implementation of program policies and procedures requirements in the centers. Monitors compliance with Migrant and Seasonal Head Start Performance Standards, Federal, State, and Local regulations. The position must maintain confidentiality while using precaution in the performance of one's duties.

Essential Duties:

- Monitors all program options ensuring program compliance with Head Start Performance Standards, Federal, State, and licensing requirements;
- Monitors in the assigned area by conducting regularly scheduled and unscheduled visits;
- Ensures that each program establishes and maintains records and files in compliance with confidentiality requirements;
- Ensures daily that the overall program quality offered at the Center Level adheres to all State laws and licensing regulations, the Federal Head Start Performance Standards, personnel policies and procedures and instructions from the designated management personnel;
- Responsible for initiating and maintaining contracts, licenses, leases, procurement, and purchase documents;
- Develops and maintains the data Monitoring System for programmatic needs;
- Keep the designated management personnel informed of any problems or concerns related to the operations of the centers;
- Create and analyze a variety of monthly reports to ensure safety and compliance monitoring;
- Act as a liaison/contact with outside agencies for the purpose of communicating and ensuring safety and compliance;
- Responsible for supporting center and home-based operations;
- Stay up to date with applicable policies and laws;
- Develop, coordinate, manage and monitor project timelines for opening new classrooms;
- Assist with training other staff members in regards to safety and compliance polices;
- Adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times, maximum safety to one's self, fellow employees and children.
- Perform and complete other related duties as assigned.

Knowledge of:

- computers with knowledge of MS Office, Word, Excel, data management software, zoom, and other web-based applications.
- project management strategies.
- Early Childhood Education policies, licensing standards and applicable laws.
- contracts, licenses, leases and procurement documents.

Skills to:

- organize and work within timelines to meet demands.
- demonstrate sound judgment and administrative skills.
- use critical thinking skills to analyze problems and make recommendations for improvement;
- develop and maintain positive working relationships with all persons in the course of work;
- collect, evaluate and interpret data to develop sound conclusions and make appropriate recommendations;
- respect and maintain the confidentiality.

Ability to:

- communicate accurately and effectively in both oral and written form.
- read, interpret, and comply with applicable laws and regulations.
- demonstrate sound judgment and administrative skills.

- be self-motivated and able to work with a minimum of supervision.
- direct the work of others, when applicable.
- relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- understand, uphold, and continue working toward accomplishing the mission, strategic goals, and performance measures of the agency.
- organize and maintain accurate record-keeping and reporting.
- recognize emergency situations or areas needing resolution and take action when necessary.
- lift a minimum of 40lbs.
- work independently and also collaboratively with a team;
- coordinate a variety of projects simultaneously;
- plan, organize and facilitate events and projects;
- maintain a positive work environment.
- travel using own vehicle;

Education Required:

- Bachelor's degree is required.

Experience Required:

- At least three years of experience with: maintaining data, reports, and other administrative duties.
- Experience working with a diverse clientele.
- Experience working in a fast-paced environment.
- Experience in an educational environment is preferred.

Other Requirements:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI fingerprint Response upon hire.

FLSA Status: Exempt

August 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.