

DULUTH HEAD START JOB DESCRIPTION

JOB TITLE: Early Childhood Business Manger

IMMEDIATE SUPERVISOR: Head Start Director

DEPARTMENT: ISD 709 E-12 Operations

PAY GRADE ASSIGNMENT: **ISD 709** Non-Certified Business Administrators Association

MINIMUM QUALIFICATIONS: Bachelor's degree in education or related field. Ability to demonstrate effective verbal and written communication skills and to work independently. Accounting experience and experience with Excel spreadsheets, grant writing, Head Start Performance Standards and Monitoring. Proficiency with Child Plus database.

DESIRED QUALIFICATIONS: Bachelor's degree in education or business, extensive knowledge of ISD 709 policies and procedures. Excellent computer skills, grant writing and grant management experience. Must have skills in developing and managing budgets, cost allocation and salary and benefit projections across programs and budgets. Expertise with Smart Find Express, IFASS, Infinite Campus, Child Plus database and the Head Start Enterprise System. Must have expertise in writing, reconciling and maintaining federal and state Head Start grants and be able to do so independently.

DUTIES AND RESPONSIBILITIES:

Independently prepare and monitor salary, wage and benefit projections for early childhood programs;

Collaborate with the program director to prepare and submit annual federal and state grants including salary, wage and benefits, initiating and maintaining consultation contracts using the Head Start Enterprise System;

Make budget, staffing, and reporting and grant decisions in the absence of the director;

Preparation of various required reports including financial reports required of the program;

Maintain departmental records, files, and confidential employee personnel records;

Monitor Smart Find Express, locate certified and non-certified substitute when districts supply is down, enter vacant jobs on Smart Find Express, and proof/tally non-certified staff time sheets;

Monitor, track, and maintain accounting and budget records district- wide involving numerous budgets, grants or funds, independently making adjustments as needed;

Analyze and prepare financial reports for Policy Council, district administrators, and grant writing personnel involving multiple budgets, grants, or funds;

Prepare all materials for Policy Council and Governing Board meetings;

Assist with staff training and orientation;

Analyze, maintain and monitor staffing spreadsheet and work closely with Human Resources and the Finance Department grant personnel for compliance with Head Start Performance Standards;

Enter employee requisitions on districts web-based program;

Enter grants and Program Information Report, (PIR) on web-based state and federal websites;

Enter purchase requisitions and receive supplies for staff district-wide;

Responsible for maintaining In-kind data in Child Plus and Excel and submitting quarterly reports;

Work closely with contracted service providers and process payments;

Monitor program and individual staff budget expenditures;

Analyze and monitor finances and budget projections for program compliance and make budgetary adjustments as needed independently;

Maintain staff development records, personnel information, and set up security for staff on Child Plus;

Keep administrators abreast of problems, issues or concerns requiring their attention;

Support program staff including:

- Coordinating in and out of district trainings and meetings;
- Monthly parent meeting requests for childcare
- Monitor staff absences and substitutes;
- Assign support staff to classrooms as needed to cover absences;
- Monitor all classroom and family advocate budgets

Balance and maintain checkbook for all early childhood programs;

Serve as a liaison between building administrator and other units within the building;

Other duties as assigned by supervisor.

The Head Start job description further defines the roles and responsibilities of staff covered within the ISD 709 Business Unit.