

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Compliance Coordinator

DEPARTMENT: Head Start

REVISION DATE: June 2020

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is under the supervision of the Head Start Executive Director. Employee is responsible for assisting in the coordination and overall compliance operation of the program that meet all Head Start Minimum Licensing and Program Performance Standards.

QUALIFICATION STANDARDS:

- Must have Baccalaureate degree, minimum, preferably related to one or more of the disciplines overseen and 3 years working experience in a supervisory position .
- Must be bilingual (English and Spanish).
- Must be computer literate.
- Must have a personality that is conducive to team work.
- Must be of good moral character, professional, self-confident and able to multi-task.
- Must maintain good judgement and self-control when under stress.
- Must have excellent communication skills (oral and written) and able to communicate effectively in English and Spanish.
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must maintain all local, state and federal qualifications for position on an annual basis.

ESSENTIAL DUTIES:

- Will be responsible for Head Start centers daily operation and compliance measures as per local, state, and federal standards.
- Work closely with Head Start Coordinators and bus drivers' supervisor.
- Responsible for weekly and monthly reports.
- Assist with interview of new applicants for the Head Start Program.
- Provide trainings to staff and parents on Child Abuse, Identification and reporting procedures.
- Must participate in professional development activities (out of town travel may be required).
- Must demonstrate continuous effort to improve operations, decrease turnaround times, streamline work process, and work cooperatively and jointly to provide quality

- seamless service to children and families served by the program.
- Provide other related duties as needed.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for a reasonable time frame.

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

SUPERVISORY:

- Assist Area Service Managers

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE