



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

JOB DESCRIPTION

Title: Head Start Administrative & Data Specialist

Status: Non – Exempt

Terms: Permanent Full-Time

Reports To: Head Start Director

Job Summary: Responsible for the orderly and efficient operation of the Head Start office. Assists in the preparation of correspondence and the writing of Policies & Procedures in conjunction with the Head Start leadership team. Coordinates the flow of paperwork including correspondence, reports, directories, manuals, and funding applications. Maintains central file of Head Start documents. Maintains Head Start personnel files for compliance regarding required, annual documents such as TB tests, local background checks, and physicals. Prepares budgets and line-item justifications and recommends changes to the Head Start Director. Makes recommendations to the Head Start Director for program improvements and completes other duties as assigned.

Essential Duties and Responsibilities:

BUDGET:

- Obtain written guidelines for proposal amount to submit.
- Assist in development and revisions of Head Start budget.
- Write justification narrative for proposed grants & realignments.
- Ensure all required forms are completed accurately and signed.

- Upload Head Start documents via HSES and/or grants.gov depending on requirements.
- Develop separate budgets for all program elements after funding approval.

FEDERAL REPORTING:

- Compiles monthly and annual reports in a timely manner.
- Responsible for submission of annual and monthly Federal reports relating to the Head Start Program.
- Compile and report the annual Program Information Report (PIR) and check for accuracy.
- Report monthly enrollment to the funding source via HSES by the 5th of each month.
- Report monthly Center Status Reporting via HSES by the 7th of each month.

FISCAL:

- Work closely with the Head Start Director in the development of the refunding grant application.
- Ensures that all funding source guidelines are met prior to submission.
- Assists in development of grants for new funding opportunities.
- Review Revenue and Expenditure reports; tracks bus expenditures; completes annual budgetary duties and responsibilities.

COMMUNITY ASSESSMENT:

- Prepare and conduct the annual Community Survey, compile and analyze statistical data for use in the completion of the triennial Community Assessment as required by Head Start Performance Standards.
- Research, review and update all relevant data annually to ensure the needs of the community are being met efficiently and effectively.

SECRETARIAL/OTHER:

- Develops annual and monthly calendars.

- Prepare correspondence – verbal, written, and electronic.
- Attend staff meetings as required; take minutes.
- Maintains office files.
- Ensure annual fees paid for Daycare License of all centers.
- Keep agency directory up to date with all staff and center numbers and addresses.
- Processes calls in the absence of secretary.
- Performs special functions as assigned by the Head Start Director to comply with specific requirements and performance standards.
- Preparation of Policy Council meetings and minutes.

Education Requirements:

- Baccalaureate Degree in Early Childhood, Business, Finance, or related field required.
- Computer training or equivalent experience preferred.

Required Knowledge:

- Non – Profit experience (3 – 5 years).
- Grant preparation knowledge & experience.

Equal Opportunity Employer