



THE POWER OF CHANGE

Head Start ERSEA & Quality Improvement Program Manager

Department of Early Childhood Education

333 Sheridan Ave, Albany NY 12206

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

The Program Manager is a part of the Senior Management team for the Early Childhood Education program at ACAP. The manager will oversee all aspects of *Eligibility, Recruitment, Selection, Enrollment, and Attendance* (ERSEA) for Head Start (HS), Early Head Start (EHS) and other early childhood education programs. This entails directly supervising a Program Support Specialist who aids in these recruitment and selection efforts. The Program Manager will also monitor outcomes related to program registration and income eligibility and attendance, as well as ensuring that ACAP serves children with disabilities.

A key aspect of this function is marketing, outreach and recruitment of families interested in the Early Childhood Education Services to ensure that potential customers are aware of the early education programs ACAP offers and how to enroll. The Program Manager will use a customer management database to create a waitlist of children to be enrolled and monitor such waitlist to ensure efficient and compliant enrollment and selection of children.

The Program Manager is responsible for compliance with all program performance standards and regulations implemented by HS, EHS, CACFP Performance Standards and other funding requirements. They must dedicate their position to the quality assurance and quality improvement of HS and EHS programs through working with internal and external stakeholders/partners to ensure the highest quality of service to children and families (i.e. vendors, nutritionists, nurses and school providers, school district personnel, OCFS, CACFP, etc.).

QUALIFICATIONS:

Bachelor's Degree in Human Services, Social Work, Early Childhood Education, Public Administration, Business Administration or related technical field is required. A Master's degree is preferred. A minimum of four (4) years' experience working in the field of Education or a Community Organization and two (2) years of management experience is imperative. Solid PC skills required. Bilingual or multilingual is a plus. Possession of a valid driver license is required. Knowledge of Early Childhood Development practices and theories, Head Start Performance standards, Day Care regulations, including state and local regulations desired. Total Quality Management/continuous improvement training and experience preferred.

BENEFITS/HOURS:

Full Time (40 hours/week) Full set of benefits: Health, Dental, and Vision Insurance, Vacation Sick and Personal Leave, Educational Assistance and a 403(b) plan

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

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