

DESCRIPTIONS OF POSITIONS

The following are the jobs/positions for which we wish to collect wage comparability information. Your organization is likely to have other positions that are not on this list. Please provide information on only the positions in your organization that are the same as or similar to these jobs; do not list or enter any positions that do not fit into one of these categories.

The short descriptions provided for each position title will help you choose the title that **most closely** corresponds to a similar position in your program or agency. Other common titles for positions are listed in parentheses at the end of some of the position descriptions. Use this guide to help determine how many individuals fill these roles at your organization. For positions where your organization has many employees, please choose **the first five alphabetically** (to ensure a random sample) and input data on only those individuals.

Administrative Staff

Chief Executive Officer – Top administrative executive within a multi-unit system (president, superintendent, executive director, executive officer, hospital administrator)

Director – An individual responsible for operation of a major unit or program within a system (principal, federal programs coordinator, program director, program administrator, program manager, chief operating officer, vice president)

Assistant Director – Reports to a program director and either assists the director in managing broad program operations or oversees an identifiable unit of the program (service area manager, division director, division manager, associate director, unit manager)

Center Manager - Responsible for the day-to-day operation of a relatively small unit or single site within a program; may include some supervision, maintenance of administrative records, enrollment and waiting lists; may be responsible for licensing and maintenance of a facility (program manager, site manager, site supervisor, center director, center supervisor)

Chief Financial Officer - Chief administrator of the finances of the organization; responsible for financial policies and fiscal matters which may include establishing and overseeing bookkeeping procedures, authorizing disbursement of funds, assuring adherence to fiscal policy, and maintaining adequate internal controls, etc. (fiscal manager, finance director, comptroller)

Accountant – Prepares, analyzes and verifies financial documents, financial statements and tax returns; maintains journals, ledgers and other financial records; prepares reports; develops financial plans and forecasts; prepares and monitors budgets; performs in-house audits of financial records; interfaces with auditors

Fiscal Clerk/Bookkeeper – Posts details of transactions; logs, writes, and/or distributes payroll checks; monitors and reconciles accounts payable and/or receivable; types and files purchase orders; checks time sheets; makes benefits payments (accounting clerk, purchasing clerk, accounts payable or accounts receivable clerk)

Systems Analyst – Solves computer problems and applies technology to meet the needs of the organization; coordinates automated data processing systems or information technology for agency or program; may have programming and troubleshooting responsibilities (systems administrator, network administrator, chief information officer, management information director, management information specialist, director of management information systems, database administrator)

Data Processor - Responsible for data collection, data entry, and generation of reports and other computer output; facility with software programs; maintenance of computerized files and records (data entry technician, data input worker)

Human Resources Manager - Chief personnel administrator of the organization; responsible for personnel functions which may include employee recruitment and selection, EEO, personnel records, performance appraisal design and system maintenance, compensation planning, and benefits administration (personnel manager, personnel director, human resources director, human capital manager)

Human Resources Assistant – Maintains personnel records of an organization's employees; sends out announcements of job openings, issues application forms, and screens applications; may perform other clerical duties (personnel clerk, human resources clerk, personnel assistant)

Director of Training – Plans and manages training and professional development opportunities for staff and sometimes for clients as well; conducts needs assessments and compiles data related to training needs; identifies trainers, classes and other training resources; maintains records of training; may also provide training or orientation (professional development manager, career development coordinator, T/TA manager, job readiness manager)

Administrative Assistant - Responsible for supporting the program administrator; duties may include gathering data, record keeping, completing reports, and working on special projects assigned by the administrator; possesses basic knowledge of computers and software

Secretary – Serves as a support for general office tasks such as typing, filing, answering phones, directing calls, copying materials, handling correspondence and schedules, etc.

Clerk – Performs tasks such as logging and distributing mail, answering phones, typing, filing, and copying; may handle basic intake functions

Receptionist – Answers telephone, takes messages, routes and screens calls; greets and monitors access of visitors, clients and customers; responds to inquiries from customers, clients and the public and provides information about the organization; collects basic information from clients and potential clients; performs data entry, office duties and general clerical functions; may coordinate incoming and outgoing mail, schedule and arrange appointments (intake worker, intake clerk, information clerk, program intake worker)

Education Staff

EHS Teacher 1 - Possesses at minimum a high school diploma or GED with an infant toddler CDA credential and has been trained (or has equivalent coursework) in early childhood development with a focus on infant toddler development; has major responsibility for maintaining a classroom environment that is nurturing, consistent, stable, and supportive of establishing close relationships with the infants and toddlers in care and their parents. S/he develops appropriate plans, and individualized learning experiences for infants and toddlers in care. S/he supervises classroom volunteers; may also supervise and/or mentor teacher(s) (no assistant teachers). Participates in parent/teacher conferences and works to fully involve families in the program and, meets all Head Start record-keeping and recording requirements.

EHS Teacher II - Possesses at minimum an associate's degree in early childhood education or a related field with coursework related to early childhood education and has been trained (or has equivalent coursework) in early childhood development with a focus on infant toddler development; has major responsibility for maintaining a classroom environment that is nurturing, consistent, stable, and supportive of establishing close relationships with the infants and toddlers in care and their parents. S/he develops appropriate plans, and individualized learning experiences for infants and toddlers in care. S/he supervises classroom volunteers; may also supervise and/or mentor teacher(s) (no assistant teachers). Participates in parent/teacher conferences and works to fully involve families in the program and, meets all Head Start record-keeping and recording requirements.

EHS Teacher III - Possesses at minimum a bachelor's degree in early childhood education or a related field with coursework related to early childhood education and has been trained (or has equivalent coursework) in early childhood development with a focus on infant toddler development; has major responsibility for maintaining a classroom environment that is nurturing, consistent, stable, and supportive of establishing close relationships with the infants and toddlers in care and their parents. S/he develops appropriate plans, and individualized learning experiences for infants and toddlers in care. S/he supervises classroom volunteers; may also supervise and/or mentor teacher(s) (no assistant teachers). Participates in parent/teacher conferences and works to fully involve families in the program and, meets all Head Start record-keeping and recording requirements.

Education Manager - Supervises educational services; guides curriculum and program planning, development, and training; serves as resource for education specialists and/or teachers; analyzes data and completes reports related to provision of educational services; may supervise classroom and other education staff (director or supervisor of curriculum and instruction; kindergarten supervisor; preschool, day care, child development or children's services manager; education coordinator, education director)

Education Specialist - Serves as resource and/or trainer for classroom staff, center managers, and volunteers; has specialized knowledge in services to a particular age or ability group (e.g., early childhood, infant, toddler, school age); does not generally have supervisory responsibility; observes and monitors classroom activities and children's records; reviews and analyzes data on child outcomes

Lead Teacher – Possesses at least a bachelor's degree in early childhood education **and** a corresponding state issued teaching certificate; has major responsibility for classroom operation including, planning, carrying out activities, maintaining the classroom environment, supervising children, parent/teacher conferences, and supervision of classroom volunteers; may also supervise and/or mentor teacher(s) and

teacher assistant(s) at a site; assumes classroom responsibilities in addition to light supervisory, record keeping, and/or planning duties (head teacher, supervising teacher, grade coordinator, resource teacher, mentor teacher)

Teacher I - Possesses an associate's degree in early childhood education or a related field with coursework related to early childhood education; has primary responsibility for classroom operation including planning, carrying out activities, maintaining the classroom environment, supervising children; conducts parent/teacher conferences; supervises classroom volunteers; may also supervise teacher assistant

Teacher II - Possesses at least a bachelor's degree in early childhood education or a related field with coursework related to early childhood education; has primary responsibility for classroom operation including planning, carrying out activities, maintaining the classroom environment, supervising children; conducts parent/teacher conferences; supervises classroom volunteers; may also supervise teacher assistant

Teacher III – Possesses at least a bachelor's degree in early childhood education **and** a corresponding state issued teaching certificate; has primary responsibility for classroom operation including planning, carrying out activities, maintaining the classroom environment, supervising children; conducts parent/teacher conferences; supervises classroom volunteers; may also supervise teacher assistant

Teacher Assistant I - Possesses a high school diploma or GED and is enrolled in a CDA credential or equivalent program that will be completed within 2 years; assists teacher in conducting classroom activities, maintaining classroom environment, and supervising children; may also assist in planning and record keeping and other classroom related duties (teacher aide, classroom assistant, classroom aide, child services aide, day care worker, care giver, child care provider, classroom paraprofessional)

Teacher Assistant II - Possesses at least a high school diploma or GED and a CDA or equivalent credential, or has an associate or baccalaureate degree in any area, or is enrolled in a program leading to such a degree; assists teacher in conducting classroom activities, maintaining classroom environment, and supervising children; may also assist in planning and record keeping and other classroom related duties (teacher aide, classroom assistant, classroom aide, child services aide, day care worker, care giver, child care provider, classroom paraprofessional).

Teacher Assistant III - Possesses at least an associate's degree in any area; assists teacher in conducting classroom activities, maintaining classroom environment, and supervising children; may also assist in planning and record keeping and other classroom related duties (teacher aide, classroom assistant, classroom aide, child services aide, day care worker, care giver, child care provider, classroom paraprofessional).

Home Visitor I - Possesses at least a high school diploma or GED and a Home Based CDA or equivalent credential, or is enrolled in a program leading to an associate or baccalaureate degree in an area; has primary responsibility for planning, carrying out and keeping records of home-based education; provides educational activities for child and parent in the child's home (home visitor, home-based teacher)

Home Visitor II - Possesses at least an associate degree in any area; has primary responsibility for planning, carrying out and keeping records of home-based education; provides educational activities for child and parent in the child's home (home visitor, home-based teacher).

Home Visitor III - Possesses at least a baccalaureate degree in any area; has primary responsibility for planning, carrying out and keeping records of home-based education; provides educational activities for child and parent in the child's home (home visitor, home-based teacher).

Coach- Staff person responsible for developing a collaborative coaching partnership with teaching staff that supports, improves, or refines teaching practices across all domains delineated in the Head Start Child Development and Early Learning Framework. Coaches work with teachers to identify goals and actions steps, engage in focused observation of teacher practices and reflect and share feedback about teaching practices.

Health Staff

Health/Nutrition Manager - Manages overall health and/or nutrition/food service activities of the organization; includes supervision of staff in health roles, report writing and maintaining, monitoring, tracking, overseeing and assuring confidentiality of health records; may or may not perform nursing, dietician, or health care duties (supervisor or director of nursing, health services manager, health coordinator, health services director)

Nurse – Formally trained health caregiver (RN or LPN) who performs direct health services, such screening, examinations and immunizations; performs first aid; reviews child and family health data and develops individual health plans; confers with staff and parents about health-related issues; reviews emergency information; may administer medication; offers health education, training and counseling; maintains and tracks health records; may provide training in first aid and CPR (school nurse)

Health Assistant - Works under the supervision of health manager to ensure that health services are provided; may include client transportation, making appointments, record keeping and referrals (health services aide)

Nutritionist – Plans and analyzes menus; designs special diets; conducts nutrition assessments, reviews individual child and family nutrition data and develops individual nutrition plans; confers with staff and parents about nutrition-related issues; may provide nutrition education, training and counseling; may oversee food services operations, including food safety and sanitation checks; may develop, track and oversee food services budget; possesses formal credentials in nutrition/dietetics (dietician)

Food Services Manager - Responsible for the day-to-day operation of a food service operation; may include some supervision, maintenance of records, purchasing, and distribution of meals and snacks (cafeteria manager, kitchen supervisor)

Cook - Responsible for the preparation and service of meals, receiving and storing of food stuffs and supplies, and sanitation related to these activities; may be asked to keep general records and/or inventory; locates, follows, and/or adapts recipes

Assistant Cook - Assists cook in preparation, service, and cleanup activities; may perform other related kitchen duties

Mental Health Specialist – Provides mental health services or interfaces with mental health professional/consultant; does not generally have supervisory responsibility; collaborates with community mental health agencies to serve clients; plans or implements mental health intervention; observes in classrooms, provides staff support in behavior management, and provides mental health education, training and consultation to staff and parents

Social Services Staff

Family Services Manager - Coordinates social service activities; contacts and makes referrals to community resources; supervises social workers or case managers; keeps records, writes reports, and maintains confidentiality of records; supports families in transitions in and out of programs and services; may be involved with clients in counseling and/or carrying a caseload (social services manager, social service coordinator, social work supervisor, family services coordinator, family/community partnerships manager, director of social services, case management supervisor)

Social Worker – Formally trained and/or credentialed individual who serves as resource and/or trainer for family service staff, center managers, and volunteers; has specialized knowledge in social services; collaborates with community agencies; does not generally have supervisory responsibility; may monitor social services, client records and case notes, and provide direct social services through case management or counseling (case manager, case worker, counselor, family services specialist, family development worker)

Family Service Worker - Works under the supervision of a social worker or social services supervisor/manager; makes home visits and assists clients and families by providing resources and making referrals; assists or locates assistance in crisis; keeps and maintains confidentiality of records on individual cases; serves as a family advocate and liaison between family/client and community services; implements eligibility, recruitment, selection, enrollment and attendance services; may provide transportation, babysitting and other social services (social service aide/assistant, family advocate, family partner, family service assistant, family worker, case aide)

Parent Engagement Manager - Serves as a resource and/or trainer for family service staff, center managers, parents and volunteers; has specialized knowledge in working with adults, adult education, recreation, etc.; collaborates with community agencies and adult education resources; does not generally have supervisory responsibilities; may monitor family records, parent training and other activities, work with parent groups, and provide parent training and support (adult educator, adult activities coordinator, volunteer coordinator, family literacy coordinator, parent trainer, PTA/PTO liaison)

Parent Engagement Assistant - Works under the supervision of the Parent Engagement Manager; serves as a resource for family service staff, center managers, parents and volunteers; has specialized knowledge in working with adults, adult education, recreation, etc.; may monitor family records, parent training and other activities, work with parent groups, and provide parent training and support (adult activities assistant, volunteer assistant, family literacy assistant).

Disabilities Services Staff

Disabilities Services Manager - Responsible for implementation of the Americans with Disabilities Act, the Individuals with Disabilities Education Act, and other special education provisions; works with teachers, parents, local education agencies, and community agencies in planning and program development, obtaining professional diagnoses and assessments of disabled individuals, and developing Individual Education or Family Service Plans; maintains records and writes reports; may supervise some or all special education staff, therapists, etc. (disabilities specialist, disabilities services coordinator, director of special education, special education coordinator, special services manager)

Behavioral Health/Inclusion Specialist - Assists children experiencing behavioral health issues in everyday classroom activities; serves as a resources and/or trainer for center managers, classroom staff and parents; has specialized knowledge in working with children with behavioral health issues; may assist in the development and implementation of Individual Education Plans; maintains records and contributes to reports.

Disabilities Assistant - Assists disabled children or adults with therapy, self-help skills, transportation, etc.; accompanies clients to services (aide to the disabled children and adults).

Service Personnel

Transportation Manager – Responsible for compliance with federal, state and local transportation and vehicle safety regulations; coordinates and plans transportation for clients; develops transportation routing plans and strategies; oversees routine maintenance, annual inspections and storage of vehicles; supervises training of bus and other vehicle operators in compliance with transportation regulations and Commercial Driver’s License (CDL) requirements (director of pupil transportation, transportation supervisor, transportation director)

Bus Driver - Drives bus for the purpose of transporting children or adults to school, center, program related activities, etc.; ensures safety of passengers and pedestrians; transports equipment and supplies from site to site; maintains valid and current CDL; may be responsible for daily vehicle inspections and routine maintenance such as filling the gas tank, changing or having the oil changed, checking and filling tires with air, washing and cleaning vehicle, etc.

Bus Monitor - Rides bus with clients to ensure safety and assist in keeping order; may help children, disabled or elderly get on or off vehicle and remind them of which h stop is theirs; may assist with vehicle maintenance and track client arrivals and departures; ensures that children are secured in appropriate restraints; may communicate with parents/caregivers about individual clients and/or program activities or ensure that written communiqués are transmitted to parents/care givers (bus aide)

Custodian - Responsible for cleaning, general care and upkeep of a building or area; may perform routine maintenance, maintain cleaning supplies, etc. (janitor, cleaner, housekeeper)

Maintenance Person - Provides maintenance and related upkeep for facilities, vehicles, and/or equipment; maintains maintenance records (handyman, facilities associate/assistant, maintenance worker)