



## Sequatchie Valley Head Start

### Central Management Staff

(at South Pittsburg office, 2009-10)

The Head Start Director / Chief Operating Officer (**Judy Graham**) has provided leadership to the five-county Head Start program since the program secured a grant in 1985. She reports to the Board Chair, Bledsoe County Mayor Gregg Ridley.



Two Mentor Teachers (**Judy Flegel** and **Christy Vandergriff**) report to the Head Start Director and manage the Early Childhood Development program and each position has areas assigned for specific oversight. Both monitor quality, licensing status, provide training and overall supervision related to early childhood education service delivery, including provisions needed for a safe learning environment. These Mentor Teachers are responsible for NAEYC accreditation activities.



The Health Services/Transportation Manager (**Jamie Burnette**) reports to the Head Start Director and is responsible for health and dental service delivery related to children's screening, treatment, and access to care. He also manages the agency's bus fleet and its other vehicles. Jamie visits centers to conduct screenings and record checks and to direct Family Partnership Assistants who follow up on medical/dental needs. He also checks for compliance with health and safety requirements in all centers and in all buses. He has a full-time assistant (**Alyson Riley**).



The Special Services Coordinator (**Carolyn Cole**) reports to the Head Start Director and is also the named Disability Coordinator under the regulations related to services for children with disabilities. This position also serves as the resource for mental health services and recommends contracts for services from mental health providers. Two contact mental health providers are utilized.



The Family and Community Partnership Manager (**Julie Tiller**) reports to the Head Start Director and is responsible for recruitment and for maintaining full enrollment. The Manager determines bus service areas and facilitates the delivery of social services, including medical and dental follow-ups initiated by the Health Service manager. Other responsibilities include child abuse reporting, Policy Council, and other parent involvement and community activities. This position supervises family partnership assistants (all assigned to center workstations) with input from other managers.



The Fiscal Manager (**Vicki Mears**) reports to the Head Start Director, and manages fiscal operations aided by clerical support and the Information Manager.



The Information Manager (**Elaine Duke**) works with both computer and paper records to improve quality. This position monitors service delivery via the record keeping system and manages the self assessment process. She reports to the Fiscal Manager and also completes tasks related to accounts payable and payroll.



The Special Projects /Training Manager (**Crystal Samples**) works under the supervision of the Head Start Director to plan and implement the training plan. This includes an annual Community Partnership conference, major in-service events, training conference participation, and support for staff seeking college degrees, CDAs, and SSCBTs. This position also monitors routine facility maintenance needs, arranging for special or emergency services when reports or monitoring indicate a need.



The Human Resource Specialist (**Amanda Gill**) reports to the Head Start Director and manages the process of advertising for positions. She also secures information required for personnel records, including criminal background checks and physical exams. Amanda orients new employees to fringe benefit availability and to policies related to work rules and agency organization. She also works in payroll verifications and leave balance calculations. In addition, she serves as an administrative assistant to the Head Start Director, with duties that include the management of logistics for meetings of the Policy Council and the Board of Directors as well as facilitating the dissemination of information.



The Communication and Outcomes Specialist (**Paul Frank**) reports to the Information Manager and works with that Manager and the Head Start Director to produce useful outcomes reports, in-house and external media communications as well as the community assessment document and its updates. The Specialist is also responsible for the agency's web page and for logistical support for all classroom computer stations.

### Other Central Office Support Staff

USDA Child Care Food Program Specialist (**Debbie Quinn**) reports to the Fiscal Director. She is responsible for the contract for meal and supplement costs related to the Head Start center nutrition program, to include monitoring all food bills and processing them for payment; securing cost estimates for needed items; reviewing time sheets; conducting follow-ups related to



menu and service delivery issues; and working with the contract registered dietician.

Clerical support staff have duties related to data entry; filing; maintaining the list of supplies needed for the centers and the central office; filling requests for items requested from the centers; and performing general office duties such as answering the telephone, making copies, following up on items required for licensing and insurance needs, and filing.

Front desk clerk (**Debra Bennett**) works closely with centers related to needs/supply requests, tracking, and the maintenance of licensing information.



**Peggy Long** and **Carol Hibbs** are part-time clerks. These positions report to the Fiscal Manager or the Information Manager.



### Center-Based Staff Positions

**Center Team Leaders**, who have assignments as members of the education or family partnership staff. The Leaders are the public point of contact at the center and deal with issues involving licensing, NAEYC monitoring, and general on-site monitoring and scheduling of staff.

**Supervising teachers** always serve as the Center Team Leader at their assigned workstation and are paired with at least one other center to provide more supervision, monitoring and training, under the direct supervision of a Mentor Teacher.

**Teachers** are in charge of the classroom activities, and must meet the current Head Start training regulations related to CDA credentials or ECE degree status.

**Assistant Teachers** work under the supervision of the teacher and may substitute for a teacher if they have the necessary skills and the required education.

**Substitute/Center support staff** work under the supervision of the Center Team Leader, and may perform specific tasks, such as working with a child with special needs, assisting in food preparation, working as a bus monitor, or replacing staff if they have the necessary qualifications.

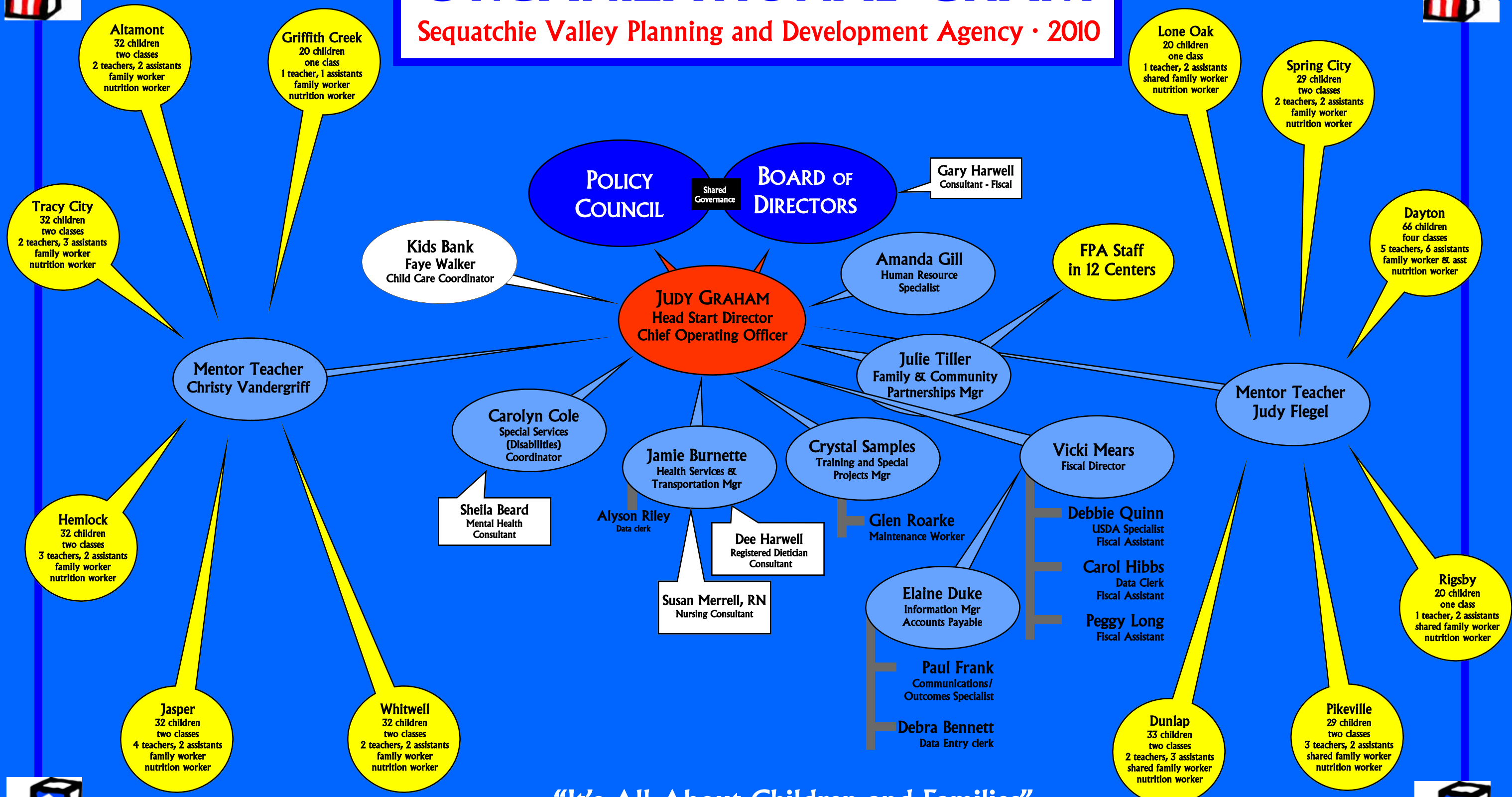
**Nutrition workers** and **aides** are responsible for the food service at centers and may also substitute in the classroom or assist with specific tasks including bus driving, if they have the necessary qualifications.

Many center staff also maintain Commercial Drivers Licenses with school bus endorsements and have bus duties, as none of our **bus drivers** are full-time. A pay supplement is provided when the license is used on the job.



# ORGANIZATIONAL CHART

Sequatchie Valley Planning and Development Agency · 2010



“It’s All About Children and Families”

