



Job Description – Data & Continuous Improvement Manager

Reports to:	Executive Director
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

Summary: The Data & Continuous Improvement Manager is responsible for coordinating all compliance and quality standards of Bright Beginnings. The position's primary responsibility is to closely monitor all functions of the Bright Beginnings program. The position must be well versed in the Head Start Performance Standards, Title 29 of the District of Columbia Municipal Regulations, OSSE Terms and Conditions, and the National Association for the Education of Young Children (NAEYC) Accreditation Standards.

Essential Duties:

Coordinates, leads, and implements semi-annual Program Focus Reviews in ERSEA, health and nutrition, disabilities and mental health, education (center-based and home-based), governance, management systems, safe environments, and family and community engagement.

1. Primarily responsible for creating a culture of continuous improvement.
2. Works with Program Managers on the development of the annual staff training plan to ensure consistency with the results of ongoing monitoring efforts.
3. Responsible for staying up-to-date on Data & Compliance practices and reporting requirements to maintain a current process for ongoing monitoring.
4. Coordinates the annual self-assessment for Bright Beginnings, including recommending the tool to utilize, composition of team, training of team, and issuing the report.
5. Serves as Administrator for all Bright Beginnings' data management systems, such as [\[\[http://ChildPlus.Net/ChildPlus.Net\]\]](http://ChildPlus.Net/ChildPlus.Net), the Homeless Management Information System (HMIS), and the Head Start Enterprise System (HSES). The position ensures the fidelity of the data contained in all data management systems.

6. Responsible for issuing the annual Program Information Report (PIR) through coordination with program managers.
7. Responsible for working with the Executive Director and management staff on coordinating the annual updates to the Service Area Plans, Policies and Procedures. The position has primary responsibility for drafting and implementing the ongoing monitoring plan, record keeping and reporting, communication, self-assessment, and planning.
8. Responsible for the OSSE Annual Renewal Process. This includes coordinating the annual licensing visit, annual fire inspection visit, submission and follow-up of the required documentation. This requires ensuring all staff are current on licensing and center qualifications, including education criteria, professional development, CPR & First Aid, annual physical and TB results, DC local and federal background checks, Child Protective Register check status, and substance abuse testing.
9. Responsible for coordinating the NAEYC Accreditation certification, including collecting all required documentation to maintain Accreditation status.
10. Assists with federal, state and local reporting requirements.
11. Through monitoring, assures that child files and documentation for Head Start reviews are complete and accurate.
12. Supervises and maintains accurate written/electronic records.
13. Creates, maintains and oversees monitoring procedures, protocols, and forms related to Early Head Start/ Head Start performance standards.
14. Maintains and updates ChildPlus.Net software as required
15. Provides information and support for various grants.
16. Builds community partnerships with various community organizations and agencies.
17. Ensures the timely completion of department reports and documentation by maintaining accurate and up-to-date records in ChildPlus.Net.
18. Completes and submits required monthly reports through HMIS, ChildPlus.Net and the End of Month Report to the Head Start Enterprise System (HSES). Analyze data for trends, patterns and needs of family outcome data for monthly reports, parent training, and advocacy activities.
19. Participates in the annual self-assessment.
20. Maintains confidentiality of information at all times.
21. Attends all trainings, staff meetings, and case management meetings as required.
22. Other duties as assigned.

Qualifications:

Master's degree in Statistics, Data Management, Public Administration, Public Policy, Social Services field, or combination of alternate degree and experience preferred.

1. Excellent organizational, time management and communication skills.

2. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
3. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially.
4. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community.
5. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite.
6. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE