

Descriptions of Head Start Positions for Wage Comparability Study

1. Administrative Assistant - responsible for supporting the a 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
2. Caretaker – 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.
3. Center Manager – This position is 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)
4. Director – Supervisory position of an individual who is responsible for the operation of a major unit or program within a system (principal, federal programs coordinator, program director, program administrator, chief operating officer, vice president)
5. 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)
6. Education Manager – responsibilities include supervision of the 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)
7. Education Specialist – function as a 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
8. 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 service coordinator, social work supervisor, family services coordinator, family/community partnerships manager, director of social services)
 9. Fiscal Clerk/Bookkeeper – responsibility entails posting 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)
 10. 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)
 11. Home Educator - 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)
 12. Lead Teacher - 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)
 13. Maintenance Person - provides maintenance and related upkeep for facilities, vehicles, and/or equipment; maintains maintenance records (handyman, facilities associate/assistant)
 14. 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)

15. Teacher I - possesses at least a job related bachelor's degree or a bachelor's degree and a substantial amount of content related coursework; 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