



## *CERTIFICATION MANAGER ROLES & RESPONSIBILITIES*

The Certification Manager in an EXCEL BY 5 Community ensures that the Coalition makes progress toward obtaining and/or maintaining certification. The Certification Manager serves as a facilitator for the Coalition and coordinates Coalition activities.

The Certification Manager **participates with** Coalition Members in conducting the initial community assessment by coordinating the following activities:

- Identify community resources serving children birth to five years and/or their families
- Identify education needs for children birth to five and their families in the community
- Identify health needs for children birth to five and their families in the community
- Identify other needs of families with children birth to five in the community
- Disseminate the results of community assessment regarding family, education, and health needs for children birth to five years

The Certification Manager **participates with** the Coalition's Focus Area Working Groups in the following activities required for certification:

- Develop and hold community-wide events to address identified education, family, and/or health needs
- Develop strategies and tactics for communicating with parents/guardians of children birth to five years regarding existing programs and community resources
- Develop new opportunities for parent education, support, and advocacy as needed
- Recruit and train community volunteers to disseminate information about early education and development
- Develop a Family Support Referral System to link families to community resources
- Link educational partners including staff from public schools, private schools, Head Start programs, early education centers, and home providers to develop shared expectations for young children and to improve the readiness and transition of young children for K-12 education.
- Implement a process to encourage access to developmental screenings for all children 0-5
- Implement a process to encourage appropriate referrals to early intervention services (First Steps for children 0-3 and school districts for children 3-5)
- Educate families on how to secure primary healthcare providers for their children
- Develop and implement plans to address the mental health problems of mothers and young children 0-5
- Design and implement a system using community resources to ensure that eligible young children receive early intervention services (including physical, cognitive, speech/language, mental health, and any additional services needed)



The Certification Manager **participates with** Coalition Members in the following ways to ensure ongoing support for and continuous improvement of the Coalition's activities:

- Gather feedback from various community members about Coalition activities
- Coordinate with the Coalition to revise planned activities based upon community input and data on results/outcomes for children and families
- Search for additional agencies/entities to extend services in the community for young children and their families and/or to support coalition activities
- Explore possible processes with community organizations for updating and maintaining a resource guide of community services

In addition to the facilitative role that the Certification Manager serves, there are a few **specific duties** unique to the position including:

- Meet regularly with the Steering Committee
- Schedule dates, times, and locations for Coalition meetings (held quarterly)
- Publicize the Coalition meeting information to the Coalition Members
- Prepare agendas for the Coalition meetings using Steering Committee feedback
- Maintain attendance records for Coalition meetings
- Maintain minutes from the Coalition meetings (Note: The role of note taker may be delegated to a member of the Coalition; however, the Certification Manager must maintain permanent copies of the meeting minutes.)
- Schedule presentations from Coalition Members who have attended state meetings or conferences for the Coalition meetings.
- Maintain records of participation and documentation of all community-wide events (Note: The records from the events may be collected by many Coalition Members; however, the Certification Manager is responsible for maintaining all documentation.)
- Facilitate an open communitywide early childhood update meeting where the Coalition presents the annual plan for improving services for young children and their families and solicits feedback about proposed activities from the community
- Maintain financial records of all expenditures for the EXCEL BY 5 Initiative. (Note: This may be delegated to as assigned treasurer as appointed by the steering committee.)
- Inform community child care centers and home providers about licensure requirements and training opportunities.
- Encourage and assist with scheduling of training on MS Dept. of Education's Early Learning Guidelines, CDA competencies, and other early childhood topics.
- Encourage participation of child care centers and their staff in EXCEL BY 5 activities
- Assist state EXCEL BY 5 staff in monitoring the certification (annually) and training hours (quarterly) of participating community child care center staff
- Assist state EXCEL BY 5 staff in scheduling the environmental ratings (ECERS or ITERS) of participating community child care centers
- Schedule educational partners meetings including staff from public schools, private schools, Head Start programs, early education centers, and home providers.