



Kids Are First, Inc.

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JOB POSTING

Position: Facilities/Transportation Coordinator

Date Open: 06/06/2024

Date Closed: Until it is filled

Kids Are First, Inc. is seeking to hire a Facilities/Transportation Coordinator with extensive knowledge and demonstrated experience to ensure safe, healthy facilities that meet all local, state, and federal regulations for operating a Head Start/Early Head Start program.

The position will be responsible for the following duties:

- Oversees the Head Start/Early Head Start facilities and assures they meet all federal, state, and local requirements, including David Bacon, Procurement, OSHA, and HPPS.
- Develops and implements a centralized purchasing system in compliance with procurement requirements to support facilities with such items as equipment, supplies, repairs, and maintenance.
- Develops and implements systems for building security and maintenance
- Maintains an accurate inventory of all program supplies and equipment in centers, offices, and warehouses.

EDUCATION AND EXPERIENCE

A minimum of a high school diploma or G.E.D. with two years of related experience and demonstrated knowledge of general building maintenance and facilities management is required. Knowledge of local health/safety regulations, ADA, and OSHA requirements is preferred. Previous experience with lease management and contracting is also preferred.

Posses an in-state Commercial Driver's License (CDL) or be able to obtain an in-state Commercial Driver's License (CDL) with a school Bus and passenger endorsement and/or other criteria specifically required by the state within 90 days of hire.

Bilingual preferred (English/Spanish) or English and other languages in the local area).

TO APPLY: Download the application form from our website at www.kafhs.org and submit it along with your credentials/degrees to the Human Resources Department via email at humanresources@kafhs.org or in person at any KAF center or the main office located at 400 West Pena St, Carrizo Springs.

PLEASE NOTE: Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER

KIDS ARE FIRST, INC
HEAD START
EMPLOYEE JOB DESCRIPTION
EXEMPT

Each position must have a Position Description that is developed for the position and not the individual. The immediate supervisor will review this position description with the employee upon hiring. Management may revise this description if there are substantial changes in the duties or if management feels there is need for an update. If this occurs, the employee may be asked to provide input.

TITLE OF POSITION: Facilities/Transportation Coordinator

IMMEDIATE SUPERVISOR: See KAF, Inc. Organizational Chart

A. GENERAL SUMMARY OF WHAT THE POSITION DOES

Providing safe, healthy facilities that meets all local, state, and federal regulations is crucial to the operation of a Head Start/Early Head Start program. This position is responsible for overall management of the Head Start/Early Head Start facilities by ensuring that all buildings meet federal, state, and local licensing requirements pertinent to type of use and that all required licenses are up to date. In addition, this position ensures that leases, contracts or agreements for all sites are current with appropriate signatures, oversees the maintenance and cleaning of buildings to ensure that they are clean, safe and in useable condition and works with outside contractors and service-oriented businesses, as necessary. This position is also responsible for the overall operation of the Head Start/Early Head Start transportation program ensuring the safe and efficient transport of children and parents/families between program activities and home and on field trips. Responsibilities include minor maintenance of the buses, vans and other company vehicles, ensuring that they are kept clean and in safe repair at all times; ensuring licenses, insurance, inspections and other required permits are maintained to comply with all local, state and federal regulations, including the appropriate licensing of drivers; monitoring a mandatory safety-sensitive (DOT drug-testing) program; hiring, training, supervising and evaluating drivers; and determining and monitoring bus routes. In addition, this position oversees any vehicle leasing and/or transportation contracts; arranges for cost-effective vehicle maintenance agreements with vendors; and depending on program design, may serve as a substitute for regular drivers as needed if qualified.

1. EXAMPLES OF SPECIFIC DUTIES--ESSENTIAL JOB FUNCTIONS

a. Facilities Administration and Coordination

- 1) Oversees the Head Start/Early Head Start facilities and assures they meet all federal, state and local requirements, including David Bacon, Procurement, OSHA and HPPS.
- 2) Develops and implements a centralized purchasing system in compliance with procurement requirements, to support facilities with such items as equipment, supplies, repairs and maintenance.
- 3) Develops and implements systems for building security and maintenance.
- 4) Serves as the liaison between Head Start/Early Head Start and the building maintenance contractor(s); ensures that maintenance and repairs are done in compliance with applicable regulations and according to specifications of building owners; maintains appropriate maintenance records.
- 5) Coordinates moving of supplies as necessary.
- 6) Ensures landscape needs such as mowing lawns, trimming shrubs, sweeping porches, steps and parking lots, etc. are taken care of.
- 7) Additional duties as assigned by supervisor.
- 8) Ensures documentation required for facilities is maintained and regularly updated.

9) Regular and predictable attendance is a requirement of the job.

b. Transportation Administration and Coordination

- 1) Responsible for the following:
 - a. Develops a system for administering and monitoring compliance with the Head Start Program Performance Standards in the applicable content areas.
 - b. Establishes policies and procedures for the transportation portion of the program with parents and staff that support the effective implementation of transportation services.
- 2) Keeps up to date and is knowledgeable of Head Start Performance Standards, with specific knowledge of (1303.70-.75) Transportation Services.
- 3) Familiar with Department of Transportation (DOT) regulations, Commercial Driver's License (CDL) rules and other local transportation regulations as applicable.
- 4) Work with drivers and center staff to establish the safest and most efficient routes possible given the location of the children and center.
- 5) Ensure the drivers are in compliance with the mandatory drug testing program that meets local, state and federal regulations. Familiar with registration with Clearinghouse.
- 6) Develops, oversees, and monitors a communication system with all buses that ensures there is communication between buses and the program at all times when buses are on the road with children.
- 7) Ensure that all licenses, permits, and inspections are completed as required by local, state and federal regulations.
- 8) Develop a system for training and evaluating drivers on a regular basis including drivers attending a combination of annual classroom instruction and behind-the-wheel instruction; and ensure annual reviews for drivers that include onboard observation of road performance.
- 9) With managers/specialists, schedule CPR, First Aid and other courses and workshops necessary to ensure a trained and competent staff of drivers and individuals serving as bus aides. Tracks compliance with all requirements.
- 10) Serves as substitute driver and signs and follows Bus Driver job description when driving agency buses (only if individual possesses a valid CDL with the appropriate endorsements) and other agency vehicles.
- 11) Ensure that Bus Driver and Bus Monitor collaborate in teaching children the correct safety procedures for boarding and exiting a bus as well as the danger zones around the vehicle.

Regular and predictable attendance is a requirement of the job.

c. Recordkeeping

- 1) Provides input into the hiring and training of custodial, janitorial and maintenance staff or contractors as needed.
- 2) Maintains an accurate inventory of all program supplies and equipment in centers, offices and warehouses.
- 3) Ensures that all inspections, licenses and contracts are current and on file.
- 4) Requisitions tools, equipment and supplies as needed insuring budgetary control.
- 5) Establishes a system to make regular health and safety inspections of all sites and to quickly resolve identified site issues, including the safety of playgrounds, parking lots and other areas used by Head Start/Early Head Start staff, children, parents, contractors and community volunteers.
- 6) Develop and maintain a system of monitoring the safety and cleanliness of all buses.
- 7) Uses the KAF, Inc. Transportation Manual.
- 8) Create an individual bus record to document bus repair and maintenance needs for each bus and complete required paperwork for bus maintenance and program requirements.
- 9) Arrange for the repair of any bus as the need arises.
- 10) Develop and follow a preventive maintenance schedule for each vehicle.

- 11) Maintain gas card, receipts and complete the necessary paperwork for payment of fuel vendors in cooperation with the staff person responsible for accounts payable.
- 12) Maintain required information regarding the license and driving record for all bus drivers and all others authorized to use program vehicles.

d. Supervision and Training

- 1) Assists the staff person in charge at each center to plan and direct the work of custodians/janitors.
- 2) Identifies and trains staff on the job standards and goals, monitors ongoing performance, provides feedback, and submits performance appraisals in a timely manner for all staff.
- 3) Provides input to adjust work procedures to meet maintenance production schedules.
- 4) Assists in preparation of schedules and estimates work hour requirement for completion of jobs.
- 5) Determines appropriate training needs to meet the program goals and objectives and makes the necessary recommendations.
- 6) Attends all required staff and parent meetings and activities.
- 7) Provides or arranges for training on "Right to Know" and MSDS and ensures that all sites are in compliance.

e. Active Supervision Duties:

Applies anytime you are working with children:

- 1) Understands and implements all required policies and procedures related to the active supervision of children at all times, including:
 - a. Observation of the environment evaluating that children have a place to play and they can be observed and listened at all times.
 - b. Continuously scan & count for children under care and reports accurate number when asked.
 - c. Listen to children at all times to identify potential danger, like specific sounds or the lack of any sound that may trigger an action.
 - d. Develops knowledge to the children under care to anticipate their behavior, performing wellness check and being proactive and avoiding putting children in danger.
- 2) Collaborates with the Bus Driver in teaching children the correct safety procedures for boarding and exiting a bus as well as the danger zones around the vehicle.
- 3) Checks independently from the bus driver that the bus is empty at the end of each run and that all children are accounted for.
- 4) Interacts with children throughout their time on the bus to extend and reinforce classroom learning.
- 5) Ensuring that indoor and outdoor equipment and facilities are clean and do not present any hazard.
- 6) Ensure that classrooms and centers are equipped with safety supplies that are readily accessible to staff.

2. EXAMPLES OF GENERAL JOB DUTIES--ESSENTIAL JOB FUNCTIONS

- a. Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- b. Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- c. Attends all required staff and parent meetings and activities.
- d. Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- e. Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.

- f. Positively promotes Head Start in the community.
- g. Models and exercises supervisory authority to support other employees in the execution of work duties in a manner consistent with KAF, Inc standards for compliance with all applicable laws, rules and regulations, including KAF, Inc policies and procedures reflecting best practices. In addition, supervisors are expected to model exemplary standards of ethical behavior and exercise careful stewardship of program funds, and support those they supervise in adhering to those standards.
- h. Becomes thoroughly familiar with KAF, Inc Employee Handbook: Human Resources Policies and Procedures, KAF, Inc Operations Manual and all other KAF, Inc handbooks, manuals and resources and adheres to them.
- i. Plans and directs the work of the staff supervised. Observes and gives feedback to staff or volunteers supervised where applicable and other staff as assigned on at least a weekly basis.
- j. Makes appropriate personnel decisions that do not require higher approval and submits others as a recommendation to the supervisor.
- k. Determines appropriate training needs to meet the program goals and objectives and makes the necessary recommendations.
- l. Develops and supports the professional development plan for staff supervised.
- m. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.
- n. Monitors compliance with the Head Start Program Performance Standards.
- o. Develops and implements a plan and system of continuous ongoing monitoring and evaluation of activities within the program.

PERFORM OTHER DUTIES AS ASSIGNED

B. SUPERVISION EXERCISED

This position provides content area supervision and technical assistance to all agency staff.

C. KNOWLEDGE AND ABILITIES

Knowledge: Knowledge of basic operations, tools, and terms used in building maintenance work. Knowledge of plumbing, painting, and other light facility maintenance. Knowledge of federal, state and local safety and building code requirements. Knowledge of safe and thorough basic cleaning and sanitation practices. Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination. Knowledge of local resources, languages and customs helpful.

Abilities: Ability to work effectively with others in a team environment and manage multiple projects. Ability to develop and maintain a system for accurate records. Ability to work with contractors and volunteers effectively. Ability to perform minor building repairs. Knowledge of basic building repairs. Ability to lift objects weighing 75 pounds. Ability to operate light trucks and equipment for minor construction. Ability to work independently with minimum supervision. Ability to understand and carry out oral and written instructions. Ability to operate and instruct others in the use of standard cleaning appliances such as vacuum cleaners, rug shampoo machines, etc.

Language Skills

- Ability to communicate ideas and instructions orally and in writing.
- Ability to speak, read and write English well enough to understand and be understood by others.
- Ability to write reports and business correspondence.
- Ability to read, analyze, and interpret general training/informational materials related to facilities and technical procedures related to health and safety.
- Ability to speak before groups of individuals.

- Some Bilingual fluency helpful (English/Spanish or English and other languages present in the local area).

Mathematical Skills

- Ability to perform basic math skills of adding, subtracting, multiplying, dividing and figuring percentages and overtime.
- Ability to produce and interpret graphs, charts, spreadsheets and other mathematical reports.

Reasoning Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions.
- Ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
- Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

D. EDUCATION AND EXPERIENCE

A minimum of high school diploma or G.E.D. with two years related experience and demonstrated knowledge of general building maintenance and facilities management is required. Knowledge of local health/safety regulations, ADA and OSHA requirements preferred. Previous experience with lease management and contracting preferred.

And/or

At a minimum high school or GED is required with experience developing and overseeing systems such as transportation in a business or academic setting. Possess an in-state Commercial Driver's License (CDL) or be able to obtain an in-state Commercial Driver's License (CDL) with a School Bus and Passenger endorsement and/or other criteria specifically required by the state within 90 days of hire.

Requirements for employment with KAF, Inc may be different than those required by the former grantee or a replacement grantee. If applicable federal, state or local Head Start or child care regulations, now or as amended in the future, contain additional requirements or qualifications for this position which are not specifically stated in this Job Description, the requirements and qualifications will apply, even if not specifically set forth in this Job Description.

Bilingual preferred (English/Spanish or English and other languages present in the local area). Acceptable tuberculosis screening results (if required by state regulation), a clear criminal records check (including child abuse registry check if required by state regulations) and an initial health exam are required post job offer and prior to employment. To drive agency vehicles (if applicable), must have a valid driver's license and be insurable by the KAF, Inc insurance carrier and have a Motor Vehicle Record acceptable to KAF, Inc. Current and former Head Start/Early Head Start parents will receive preference for employment vacancies for which they are qualified.

If using own vehicle must have reliable transportation and at least minimum personal automobile liability coverage required in state.

E. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to lift 75 pounds on a regular basis and perform heavy labor as needed.
- Use of common maintenance tools and equipment.
- Work is performed in a variety of settings including office environments moving furniture and equipment, driving on public roads, doing minor building repairs and in children's classrooms.

- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- Work varied hours including some evenings and weekends.
- Must be available for a variety of evening and weekend meetings as well as social and community events.
- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Local travel in the middle of the workday will be required for the above as well as site visits and home visits.

The requirements of your Job Description are important in providing services to children and families, and for keeping you, children and co-workers safe during the workday. If you are unable to perform any of the functions required in your job description due to a disability, you are invited to direct any requests for accommodation to the Chief Executive Officer/Head Start Director.

STANDARDS OF CONDUCT

By signing this job description, I agree to abide by the following Standards of Conduct as outlined in Head Start Performance Standards 1304.52(h)(1):

1. I agree to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
3. I agree to never leave a child alone or unsupervised while under my care.
4. I agree to use only positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

I understand that in addition to the above Standards of Conduct, there is a Code of Ethics and Codes of Conduct contained in the Kids Are First, Inc. Employee Handbook Human Resources Policies and Procedures and that violation of any of these Policies, Procedures, Standards or Codes can result in disciplinary action up to and including termination of my employment with the Kids Are First, Inc.