



Board of Directors Meeting Agenda

Thursday, July 23, 2026, 6:30 pm

- 1) Call to Order
- 2) Roll Call & Welcome
- 3) Approval of New Board Member – David Scribbens
- 4) Approval of Consent Agenda Items

----- CONSENT AGENDA -----

- 5) Approval of Minutes
 - a. June 2026 SWCAP Board Minutes
- 6) Action Items
 - a. Head Start Monitoring Report
 - b. Head Start Job descriptions
 1. Child Nutrition Specialist
 2. Head Start Assistant Director

- 7) Other Items

-----END OF THE CONSENT AGENDA-----

----- REGULAR AGENDA -----

- 8) Board Discussion & Training Items
 - a. Items moved from the Consent Agenda
 - b. Whole Family
- 9) Program Reports & Executive Staff Reports
 - a. Senior Directors Report
 - b. Executive Directors Report - Discussion
- 10) Next Board Meeting
 - a. August 27, 2026, 6:30PM
- 11) Adjournment

Mission:

“We work to mitigate the causes and conditions of poverty in Southwestern Wisconsin, building resilience and self-sufficiency by providing supportive services and collaborating with partners.”



Board of Directors Meeting Agenda

Thursday, June 25, 2026, 6:30 pm

1) Call to Order

The meeting of the Southwestern Wisconsin Community Action Program was called to order by the Board Chair, Carol Beals at 6:31 pm

2) Roll Call & Welcome

Shyanne Cushman, Assistant Executive Director, called the roll.

Present: Carol Beals, Michael Brit, Matthew Flowers, Mike Furgal, Ben Gruber, Brian Johnsrud, Robert Laeser, Kelly Logan, Susan Nelson, Mark Pinch, Leeann Prochaska and Adam Stucki; quorum present.

Absent: Clarissa Aide

Excused: Martha Boyer, Bob Frank, Ben Gruber & Paula Schoenberg

Others present: Brett White, Chris Frakes, Courtney Messer, Shyanne Cushman and Craig Woodhouse of SWCAP, Liani McCarthy of Wegner CPAs and Karl Eck of Wipfli

3) Approval of New Board Member – Matthew Flowers

- a. Matthew Flowers would like to join the SWCAP Board of Directors from a private sector.
- b. A motion was made to approve Matthew Flowers as a new board member of SWCAP by Mark Pinch, second by Brian Johnsrud. All present voted in favor; the motion was carried.

4) Approval of Consent Agenda Items

- a. Carol Beals presented a motion to approve 5a, 5b, 6a, 6b, 6c and 7a of the consent agenda.
- b. A motion was made to approve the SWCAP Board of Directors' Consent Agenda by Adam Stucki, second by Brian Johnsrud. All present voted in favor; the motion was carried.

----- **CONSENT AGENDA** -----

5) Approval of Minutes

- a. May 2026 SWCAP Board Minutes
- b. Committee Minutes
 - i. Personnel Committee
 - ii. Planning & Review Committee
 - iii. Membership Committee
 - iv. Finance Committee

6) Action Items

- a. (USDA) Child and Adult Care Food Program Report April 2026
- b. (USDA) Child and Adult Care Food Program Report May 2026
- c. Head Start Non-Federal Share Waiver Request

7) Other Items

- a. Office of Head Start Monitoring Report

-----**END OF THE CONSENT AGENDA**-----

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----- REGULAR AGENDA -----

8) Board Discussion & Training Items

- a. Items moved from the Consent Agenda
- b. Board Committee Assignments
Paula Schoenberg will replace Donna Peterson and become Vice Chair, Matthew Flowers and Leeann Prochaska will be added to the Finance Committee, Bob Frank will be added to the Executive Committee, Ben Gruber, Brian Johnsrud, Susan Nelson will be added to the Planning & Review Committee. Kelly Logan will be added to the Personnel and Membership Committee.
- c. 2025 Audit presented by Karl Eck of Wipfli
Karl Eck from Wipfli presented the 2025 Audit draft. The final draft will be distributed to the Board Members in the near future.
- d. Financial Reports for May 2026
 - i. Liani McCarthy of Wegner CPA presented the May 2026 Financial Report along with listed transactions below, \$15,000 and over. Transactions \$15,000 and over:
 - Recurring:
 - Quartz \$89,501– health insurance
 - Tri-County Title Services - \$56,200 and \$39,500 for HOME loans, which is reimbursed by DoA
 - West Bend \$57,210 – business insurance and 2025 audit adjustment
 - Wegner \$31,904 – monthly accounting fees
 - Non-recurring:
 - Wipfli \$26,500 – audit progress bill
 - Scholz Nonprofit Law \$17,626 – legal services
 - ii. A motion was made to approve the items of transactions of \$15,000 and over by Adam Stucki, second by Matt Flowers. All present voted in favor; the motion was carried.
 - iii. A motion was made to approve the Financial Reports for May 2026 by Matt Flowers, second by Mark Pinch. All present voted in favor; the motion was carried.

9) Program Reports & Executive Staff Reports

- a. Senior Directors Report
- b. Courtney Messer talked about our Head Start Fair in Boscobel on June 24th. There is a desire by employees to expand these fairs and add more resources. Weatherization team hit their budget a little quicker than expected. Due to that they had a few weeks to paint our office. Our first two homes were delivered today in Lancaster for phase one of Pigeon Creek. Chris Frakes discussed building Head Start program quality, and these event fairs are a new way to increase enrollment and recruit employees.
- c. Executive Directors Report – SWCAP Strategic Priorities – Mission
Brett White talked about the NHS program joining the SWCAP team. Affordable Housing is housing that costs no more than 30% of a family's gross income. Workforce Housing is

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housing that is targeted toward specific essential services, teachers, cops, hospital staff, etc. People that are earning 60-100% of the area medium. Our target is Workforce Housing for cops, nurses, teachers, and essential public workers. Our Lancaster project, Pigeon Creek had 2 houses delivered today. They should finish this summer. Cuba City would like 4 houses, and we will do 7 more houses in Pigeon Creek next year. Dodgeville would like to have 2 houses next year as well. We are a dealer for Skyline Homes. We can purchase homes at 30-40% less retail price. Construction materials and concrete are priced so high that building affordable housing is difficult.

He then presented training on Poverty. 11.5% of United States residents live in poverty. Absolute poverty is a measure of the minimal requirements to afford the minimal standards of life-sustaining essentials – food, clothing, shelter, clean water, sanitation, education and access to health care. Relative Poverty is a measure of income inequality within social context. It does not measure hardship or material deprivation, but rather the disparities of wealth among income groups. Social Security alone keeps 27.3 million people above the poverty line. This includes 17.9 million senior citizens. Refundable tax credits kept 7.9 million people out of poverty, and Food Stamps have the same result for 3 million people.

10) Next Board Meeting

- a. July 23, 2026, 6:30PM

11) Adjournment

A motion to adjourn the meeting was made by Matt Flowers, second by Adam Stucki. All present voted in favor; the motion was carried, meeting adjourned at 8:26 p.m.

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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

July 14, 2026

Southwestern Wisconsin Community Action Program

Re: Grant No. 05HP000495

Dear Grant Recipient,

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Carol Beals

Southwestern Wisconsin Community Action Program

149 N. Iowa Street

Dodgeville, WI 53533 - 1545

From: Responsible HHS Official

Date: 07/13/2026

Shawna Pinckney

Acting Deputy Director, Office of Head Start

During the week of June 25, 2026, the Administration for Children and Families (ACF) conducted a monitoring review of Southwestern Wisconsin Community Action Program to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Carol Beals, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact your Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Heather Wanderski, Acting Regional Program Director

Ms. Latrice Davis, Regional Program Manager

Mr. Brett White, Chief Executive Officer/Executive Director

Ms. Tawny Hardyman, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Southwestern Wisconsin Community Action Program	05HP000495

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. This status is considered additional feedback and should be discussed with the agency's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the agency's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Corrected	The original finding identified has been reviewed, along with any applicable supporting evidence, and now meets the requirements of the applicable regulation.
Deficiency	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.
Uncorrected	The original finding identified has been reviewed, along with any applicable supporting evidence, and does not meet the requirements of the applicable regulation.

Performance Summary

This section contains an overview of compliance information determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Applicable Standards	Grant Number(s)	Primary Review Finding Status	Timeframe for Correction	Follow-up Compliance Level
Significant Health and Safety Incidents	Safety Practices	1302.90(c)(1)(ii)	05HP000495	ANC	N/A	Corrected

Review Details

This section of the report provides details on grant recipient performance in each Content Area and Performance Area with a previous or new finding.

Significant Health and Safety Incidents

Included below are details on any relevant findings within this Content Area.

Performance Area: Safety Practices

Follow-up Details

Corrected - 1302.90(c)(1)(ii)

Summary

Grant Number(s) Cited: 05HP000495
Timeframe for Correction: N/A

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program’s standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum: (A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging; (B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities; (C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child’s self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and (D) Neglectful behavior, defined as the failure to meet a child’s basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.

Compliance Details

Based on the Follow-up review, this finding has been corrected.

- The grant recipient ensured staff members and other adults connected to the program did not maltreat or endanger the health or safety of children.

Additional details from this review event:

- The grant recipient developed and revised onboarding processes, conducted training, and strengthened monitoring.
- The grant recipient developed new-hire orientation and onboarding feedback forms and updated staff onboarding plans and forms. The onboarding emphasized setting up environments, providing active supervision, preventing challenging behaviors, and engaging in positive interactions with children. Onboarding information is available electronically for staff to have access to training material after the onboarding is complete. The grant recipient also collaborated with mental health consultants to update the universal practices to support positive environments and interactions.

- Training was provided to staff and childcare partners on topics including standards of conduct, stating behavioral expectations, behavior management, active supervision, and staff wellness strategies. Also, the following standing agenda items were added to monthly staff meetings: active supervision, classroom environments, classroom routines, and positive child guidance.
- The grant recipient strengthened monitoring by scheduling with the mental health consultants to provide ongoing training and reflective practice to support supervisors in monitoring behavior management, positive adult-child interactions, and positive environments, and provide feedback.
- A review of completed monitoring found observations related to staff-child interactions. Notes showed a positive and welcoming environment, staff and children playing together, and children will go to the staff when they want to engage, and calm tones are being used.

Initial Finding

Parent Review Type: RAN - **Parent Review Date:** 01/08/2026

Parent Review Finding Level: ANC - **Performance Standard Number:** 1302.90(c)(1)(ii)

Grant Number(s) Cited: 05HP000495

Timeframe for Correction: 120 Days

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum: (A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging; (B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities; (C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and (D) Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.

Compliance Details

- The grant recipient did not ensure all staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children.

Additional details from this review event:

- The grant recipient had an incident in which a staff member at the Boscobel center restrained a 2-year-old child.
- On November 26, 2025, during mealtime, a child was finished eating and wanted to leave the table; however, they were strapped into the toddler chair. The EHS teacher told the child to wait until the other children were finished but the child started to scoot away in their chair. The staff member then placed the child, while still strapped to the chair, on their side on the floor.
- The other staff member in the classroom immediately went to the child and sat the chair and the child upright.
- The staff member admitted to placing the child on their side on the floor while they were strapped in their chair.

----- End of Report -----

Child Nutrition Specialist

Department	Family Development	Reports to	Health & Wellness Manager
Primary work location	Dodgeville	Work Schedule	
Job Grade	6 Head Start 36 hr/wk Pay Scale	Remote Work Status	☒ Eligible ☐ Not Eligible
Classification	☒ Full-Time (36 hrs/wk) ☐ Part-Time ☐ Limited Term		
Social Media Responsibility	☐ Yes ☒ No	FLSA Status	☐ Exempt ☒ Non-Exempt
Personnel Committee Approval		Review Date	

Position Summary:

Responsible for overseeing the administration, daily operations, and compliance of the Child and Adult Food Care Program (CACFP) within the Head Start program. Ensure nutritious meals and snacks are provided to children in center-based care while maintaining high quality and compliance with federal, state, local, and funder regulations. This position oversees meal program operations, maintains accurate records for reimbursement, monitors meal quality and nutritional standards, and provides technical assistance and training to staff. The Child Nutrition Specialist collaborates with program leadership, teachers, and community partners to promote healthy eating habits and support the nutritional well-being of children. The position also assists with menu planning, program monitoring, regulatory reviews, nutrition education, and continuous quality improvement to ensure that all children receive safe, nutritious meals that support growth, development, and school readiness.

Essential Duties and Responsibilities:

The list below is intended as key examples of job duties. The list is not to be taken to define all possible duties; other duties may be assigned.

- Ensure compliance with the USDA CACFP requirements, Head Start Program Performance Standards, state of Wisconsin Childcare Licensing Regulations, funder requirements and SWCAP Personnel Policies.
- Monitor meal service, menus, and food safety practices to ensure compliance with CACFP nutrition standards and meal pattern requirements.
- Collect CACFP documentation from each classroom site. Complete and maintain accurate meal counts, enrollment records, nutrition records, reimbursement claims, and other related and/or required documentation.
- Conduct meal site monitoring visits, program reviews, and self-assessments; develop and implement corrective action plans when necessary.
- Maintain organized paper and computer files at the assigned work location to be viewed by CACFP auditors, SWCAP management staff, and other reviews as appropriate.
- Coordinate menu planning and food service operations to ensure nutritional requirements are met for children and accommodate special dietary needs, allergies, and/or medical meal modifications.
- Train and provide technical assistance to Head Start staff on CACFP regulations, food safety, documentation requirements, and SWCAP Head Start program requirements.
- Prepare reports for CACFP audits, monitor reviews, reimbursement claims, monthly SWCAP Board and Policy Council meetings, and other program assessments, as appropriate.
- Serve as a liaison between SWCAP Head Start, state agencies, CACFP representatives, food service vendors, and community partners.

- Monitor food program budgets, financial reporting, vendor contracts, and food procurement process
- Assist with nutrition education for children, families, and staff, and support family engagement activities related to healthy eating.
- Analyze program performance and lead nutrition initiatives that promote child wellness and continuous program quality improvement.

Supervisory Responsibilities:

None

Qualified Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to ensure individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or equivalent. Prefer academic education beyond high school sufficient to qualify in a professional occupation, usually two years beyond high school; or equivalent combination of education and experience.
- Experience in food and nutrition, Public Health, Health Education, Food Service Management, or a closely related field preferred.
- Training or experience in the administration of the USDA Child and Adult Care Food Program (CACFP) and child nutrition regulations preferred.

Required Licenses or Certifications:

- Access to reliable, licensed, insured driver and transportation.

Other Skills and Abilities:

- Knowledge of USDA CACFP regulations, Head Start Program Performance Standards, and state of Wisconsin Childcare Licensing Regulations.
- Experience in CACFP menu planning, food safety practices and a general knowledge of child nutrition.
- Strong recordkeeping, compliance management, and organizational skills.
- Experience preparing reports, audits, and reimbursement claims.
- Strong communication, relationship building, and training abilities.
- Travel to Head Start classrooms weekly.
- Attention to detail. Ability to add, subtract, multiply, divide, and apply mathematical formulas.
- Ability to use computer technology, including email, calculator, fillable forms, and learn software programs.
- Ability to develop and maintain working relationships with vendors and staff.
- Ability to pass all required background checks.

Work Environment and Physical Requirements:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds.

The above statements are intended to describe the general nature and minimum level of work being performed. These statements are not intended to be construed as exhaustive of all duties, responsibilities, and skills required for this position. The employee will be required to perform any other job-related duties as required by the job objectives, the leadership and mission and core values of SWCAP. This description does not modify any employee's at-will status and is not a contract for continued employment of any duration. SWCAP is an equal opportunity employer.

Head Start Assistant Director

Department	Family Development	Reports to	Head Start Director
Primary work location	Dodgeville	Work Schedule	
Job Grade	16 Head Start 36 hr/wk Pay Scale	Remote Work Status	☒ Eligible ☐ Not Eligible
Classification	☒ Full-Time (36 hrs/wk) ☐ Part-Time ☐ Limited Term		
Social Media Responsibility	☐ Yes ☒ No	FLSA Status	☒ Exempt ☐ Non-Exempt
Personnel Committee Approval		Review Date	

Position Summary:

Contributes to the mission and vision of SWCAP by creating a positive, respectful, and safe environment when working with children, families, and agency and community partners. Assists in the development and refinement of services designed to increase the well-being of children and families, particularly those affected by the conditions of poverty. Assists in the development of partnerships that lead to new and more powerful outcomes for children and families. Promotes innovative approaches to supporting robust, high quality learning environments for children, family centric programming, and capacity building opportunities for staff. Supports pursuing and assists in administering federal, state, and local grants and contracts, and is responsible for their compliance. Assists with developing program guidelines, performing program oversight and monitoring, and providing technical support to all associated with the child and family outcomes program area. Assists with undertaking resource development, particularly in service to promotion of strong child and family outcomes. Assists with advocacy and public relations activities for the family development program, SWCAP, and Head Start families, including networking and collaboration activities. This position is a member of the department program leadership. Supports SWCAP's mission and vision and the Whole Family Approach.

Essential Duties and Responsibilities:

The list below is intended as key examples of job duties. The list is not to be taken to define all possible duties; other duties may be assigned.

- Coordinate with agency program leaders to develop and implement policies, procedures, processes, and strategic planning initiatives.
- Assist in program management decisions and the development, implementation, and evaluation of quarterly, annual, and multi-year goals, objectives, and activities.
- Support program self-assessment, strategic planning, and continuous quality improvement through analysis of program, child outcomes/school readiness, home-based, classroom, parent engagement, and community needs data.
- Analyze target population data to maximize family participation and improve program services.
- Develop, revise, and implement program service plans, procedures, policies, and supporting documentation.
- Contribute to the development and monitoring of program budgets, budget revisions, staffing plans, and resource allocation recommendations.
- Ensure compliance with Head Start Program Performance Standards, grant and contract requirements, Wisconsin Child Care Licensing regulations, and other applicable federal, state, and local regulations.
- Develop and maintain systems for documenting, monitoring, and reporting program activities, compliance, and outcomes to management and funding agencies.

- Supervise program staff, including supervisors, ensuring employees perform assigned duties and receive effective coaching, guidance, supervision, and performance evaluations.
- Collaborate with Human Resources to recruit, hire, onboard, develop, and retain qualified program staff.
- Lead individual and group supervision meetings, conduct ongoing observations, and provide coaching and professional development to strengthen staff competencies and support implementation of curriculum and children's development progress.
- Coordinate training opportunities and collaborate with the Office of Head Start Training and Technical Assistance contractors and other community partners to enhance program quality.
- Coordinate and oversee child care licensing activities for all center-based programming.
- Maintain the safety, health, and welfare of children at all times.
- Maintain confidential and accurate program records and documentation in accordance with agency policies and applicable regulations.
- Develop and maintain a working knowledge of all SWCAP programs to promote collaboration and coordinated service delivery.
- Attend required meetings, complete all required training, and perform other duties as assigned.

Supervisory Responsibilities:

Supervises supervisors and non-supervisory staff. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include interviewing, recommending, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualified Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to ensure individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in Early Childhood Education, Child Development, Human Services, Education, Social Work, or a closely related field required.
- Three years of supervisory or management experience, including staff supervision, coaching, performance management, and program oversight.
- Demonstrated knowledge of Head Start Program Performance Standards, applicable federal and state regulations, and Wisconsin Child Care Licensing requirements.
- Experience with program planning, continuous quality improvement, monitoring, data analysis, school readiness, child outcomes, and family engagement.
- Experience developing, implementing, and monitoring program budgets, grants, contracts, and compliance requirements preferred.

Required Licenses or Certifications:

- Access to reliable, licensed, insured driver and transportation, and the ability to travel throughout the service area as required. .

Other Skills and Abilities:

- Excellent verbal, written, and presentation skills with the ability to communicate effectively with staff, families, community partners, governing bodies, and funding agencies.
- Strong analytical and critical thinking skills with the ability to evaluate data, identify trends, solve complex problems, and implement effective solutions.

- Ability to plan, prioritize, coordinate, and manage multiple projects and deadlines while maintaining attention to detail.
- Demonstrated ability to maintain confidentiality and exercise sound judgment when handling sensitive personnel, child, family, and agency information.
- Ability to establish and maintain effective working relationships with employees, families, community organizations, and regulatory agencies.
- Ability to facilitate meetings, provide effective training, and deliver professional development to diverse audiences.
- Ability to work independently while collaborating effectively as a member of the agency's leadership team.
- Ability to respond effectively to changing priorities, regulatory requirements, and emergency situations.
- Commitment to diversity, equity, inclusion, and providing culturally and linguistically responsible services to children and families.
- Proficiency in Microsoft Office applications and the ability to learn and effectively use program management and child data systems.
- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Ability to pass all required background checks.

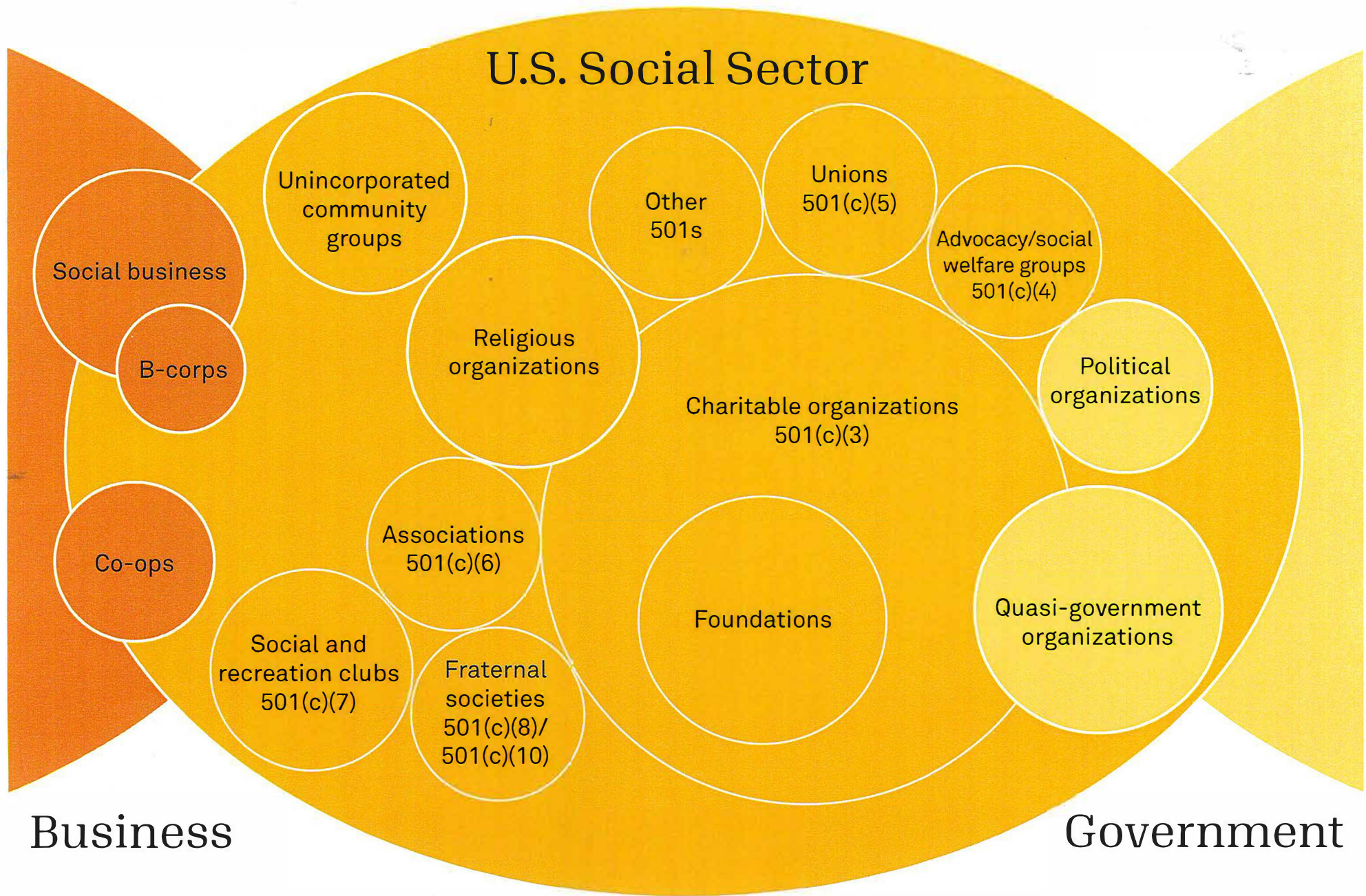
Work Environment and Physical Requirements:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds.

The above statements are intended to describe the general nature and minimum level of work being performed. These statements are not intended to be construed as exhaustive of all duties, responsibilities, and skills required for this position. The employee will be required to perform any other job-related duties as required by the job objectives, the leadership and mission and core values of SWCAP. This description does not modify any employee's at-will status and is not a contract for continued employment of any duration. SWCAP is an equal opportunity employer.

U.S. Social Sector



Business

Government