

Community Action Program, Inc. of Western Indiana Job Description

Position: Center Manager

Immediate Supervisor: Health Services Specialist

Supervisory Responsibilities: Direct Service Staff in assigned center

Job Base Location: Center as designated

FLSA Status: Non-Exempt

Classification: 7

Effective: June 2017

General Summary of Position:

Responsible for the general oversight of the staff and operations of the Head Start center. Oversees the daily educational programming of the classrooms. Assure compliance with various regulatory responsibilities for designated aspects of center and classroom operations.

Essential Functions:

Child-Focused Services

1. Work with the Child Development Services Specialist to promote the importance of developmentally appropriate practices in the education of young children
2. Perform CLASS observations on each classroom three times each school year and monitor classrooms for full implementation of CLASS principles.
3. Assure that center classrooms uphold a standard of positive teacher-child interactions and implement appropriate educational practices.
4. Assist in establishing and maintaining consistent and manageable bus routes for center classrooms, when applicable.
5. Support the classroom staff in compliance and partnership with the mentor-coach directives.

Family-Focused Services

1. Work in conjunction with the center's family advocate to support the full engagement of families.
2. Identify eligible children, recruit, and forward recruitment records for each child to ERSEA Coordinator and assist administrative staff in enrolling children for the program.

3. Report cases of child abuse and neglect according to policy.
4. Encourage and foster community and parent volunteerism in the various functions and activities of Head Start to assist in generating in-kind hours, donations, and contributions.
5. Focus all activities on the parent-child relationship and help parents to enhance their parenting skills.
6. Promote activities and events that foster family literacy.
7. Facilitate monthly parent meetings and other parent activities within the center.

Facility Operations and Administration

1. Conduct and assure documentation of monthly staff team meetings.
2. Supervise all center direct service staff, conducting staff evaluations, and assuring compliance with staff development plan goals and deadlines.
3. Ensure a well-run, purposeful program responsive to participant needs by planning, organizing and maintaining accurate records.
4. Ensure timely and accurate paperwork by reviewing, prior to submission, reports to the Central Office.
5. Consult with Health Services Specialist and Program Director to ensure the center meets Indiana FSSA Child Care Licensing Requirements for safety and sanitation.
6. Work with Indiana quality rating system (PTQ) to assure the center meets necessary requirements.
7. Assure the center maintains a welcoming environment to all parents and community members.
8. Maintain a commitment to professionalism:
 - A. Dress in a neat manner suitable for work with families and community professionals.
 - B. Attend staff meetings, pre and in-service workshops, and maintain a commitment to continuing education in the area of child/family development.
 - C. Provide documentation of increasing knowledge in early childhood and family services, and professional growth.
 - D. Attend out-of-town trainings, some which may require overnight stay, as requested by program director.
 - E. Maintain confidentiality of family situations and records.

9. Attend staff meetings and be responsible for end-of-month reports.
10. Act as liaison between Head Start and other community organizations.
11. Other duties may be assigned dependent upon Agency need and demonstrated capabilities.
12. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. Prefer Bachelor's degree including 15 credit hours in Early Childhood Education or fields related to social services or an Associate Degree in Early Childhood Education or fields related to social services and 3 years of experience providing direct service to children in a licensed day nursery or child teaching facility.
2. Must have demonstrated ability to relate and communicate effectively, requiring visual reading, manual writing, and verbal communication, with the public, other agency staff, community professionals, and with persons of varied socio-economic levels.
3. Must possess demonstrated awareness of social services available in the community.
4. Must be able to function at program assignment with minimal supervision.
5. Demonstrated training or experience in supervising personnel.
6. Must maintain personal phone at all times.
7. Must possess valid driver's license to travel to assigned areas as required. Must maintain liability-insured personal vehicle and provide documentation of such to Personnel Department upon request.
8. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
9. Must obtain and maintain CPR Certification.

10. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the manual dexterity to write, and the flexibility of movement to stoop, bend, and climb to work with active young children. The successful applicant must possess the capability to be mobile and travel as job requires. Position requires lifting weights of up to 20 pounds.