

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

JOB TITLE:	HEAD START - EHS CENTER MANAGER
JOB LOCATION(S):	ELYTON/ COOPER GREEN
REPORTS TO:	HS MANAGER, EHS MANAGER & EXECUTIVE DIRECTOR
POSTING DEADLINE:	Close of business 09/14/2020

REQUIRED APPLICATION INSTRUCTIONS

Submit a current Resume, JCCEO Application, along with proof of completed Education and/or Credentials applicable to the requirements of the position.

PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to RECRUITMENT@JCCEO.ORG

Please include your Name and the Job Title in the email Subject line.

CENTER MANAGER

JOB QUALIFICATIONS

EDUCATION: Bachelor's Degree or higher in Early Childhood Education, Child Development, or a related area. A CDA credential is also preferred.

EXPERIENCE: A minimum of two years continuous experience in a supervisory capacity. A minimum of two years teaching and/or social services experience in a child development environment. Basic computer skills with intermediate proficiency in MS Office Suite and Outlook email. Previous work experience in a Head Start program is a plus.

ABILITIES:

1. Ability to work cooperatively and collaboratively with other staff, parents, and others from a variety of ethnic, educational, and socioeconomic backgrounds.
2. Ability to exercise discretion in the performance of assigned duties. Must be available to attend night and out-of-town meetings whenever necessary.
3. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing education as applicable to position.

**PERSONAL
ATTRIBUTES:**

Ability to work cooperatively and collaboratively with other staff, parents, and others from a variety of ethnic, educational, and socioeconomic backgrounds. Sound physical and mental health. Must be able to relate positively to adults and young children. Willing to attend night meetings and other meetings outside of working hours, including out of town meetings, when necessary.

STATUS: Exempt

JOB ANNOUNCEMENT

CENTER MANAGER

JOB DESCRIPTION

RESPONSIBLE & ACCOUNTABLE TO: HS & EHS Manager(s) / Executive Director

GENERAL DESCRIPTION: The Center Manager is directly responsible for the supervision and functioning of all center personnel; the daily administration needs of the center according to the Head Start Performance Standards and Department of Human Resources licensing requirements; and the coordination of activities with all Head Start components to comply with each component's work plans.

SPECIFIC RESPONSIBILITIES:

1. Have an understanding of all components of the Head Start Performance Standards, the Head Start – Early Head Start program, the current Head Start program review instrument, NAEYC, DHR, and other relevant regulatory guidelines.
2. Supervise all center personnel and delegate responsibilities to ensure that Head Start and EHS goals and objectives are achieved.
 - a. Approve all timesheets and leave requests.
 - b. Participate in the new staff interview process when needed
 - c. Provide center orientation for new staff.
 - d. Monitor performance.
 1. Observe classrooms and classroom staff, nutrition staff, janitors, family services workers, drivers, and office staff.
 2. Observe and/or review home visits, anecdotal notes, lesson plans, parent conferences, pre/post assessments, field trips, and IEP's.
 3. Monitor files and records to assure they are complete and updated as needed.
 - e. Evaluate center personnel.
 1. Counsel with staff on strengths and weaknesses.
 2. Make recommendations regarding personnel actions.
 3. Assess training needs.
3. Carry out activities in line with policies and designed to implement the Head Start Performance Standards, DHR, NAEYC, and all regulatory guidelines.
 - a. Assign teachers to classrooms.
 - b. Assure the implementation of the curriculum.
 - c. Inspect buildings and grounds for cleanliness, needed repairs, and general up-keep, requesting assistance as needed.
 - d. Make referrals and assure that staff makes referrals to other components as needed.
 - e. Conduct regularly scheduled staff meetings.
 - f. Requisition needed supplies and materials.
 - g. Keep inventory of supplies, equipment, and materials.

JOB ANNOUNCEMENT

Center Manager | Page 2

- h. Conduct monthly fire and tornado drills.
 - i. Report personnel and component problems to appropriate component.
 - j. Supervise dental and medical appointments.
 - k. Maintain center in compliance with licensing codes and other regulations.
- 4. Keep legible and accurate records.
 - a. Prepare and submit reports on time to the appropriate component.
 - b. Submit written reports on monitoring visits and training.
 - c. Keep accurate records on staff attendance and children.
 - d. Maintain an up-to-date master roll of children enrolled in the center.
 - e. Maintain confidentiality of children and families' records.
 - 5. Plan and assist teaching staff in implementing parent involvement in the educational program, both in the classrooms and in homes.
 - 6. Assure that the amount of in-kind/volunteer services contributed at assigned centers is documented and timely submitted.
 - 7. Attend pre/in service training, outside workshops, staff meetings, classes, and other educational sessions in order to attain additional job-related skills and knowledge and improve daily performance.
 - 8. Adhere to and assure that staff adheres to all published practices and procedures of Head Start, Early Head Start, and JCCEO.
 - 9. Treat everyone with dignity and respect and model appropriate, professional behavior at all times.
 - 10. Perform other duties as assigned.