

# York County Community Action Corp.

## Children's Services

### Head Start/ Early Head Start Center Manager

#### Job Description

**REPORTS TO:** Assistant Director of Children's Services

**STATUS:** Non-Exempt, Full-Time

**PAY GRADE:** 7

**EMPLOYMENT PERIOD:** 40 hours/38 weeks – 30 hours/10 weeks

#### **PURPOSE:**

The Head Start/Early Head Start Center Manager provides vision and leadership to the assigned site staff by creating a positive welcoming environment where Head Start and Early Head Start children and families can thrive. The Head Start/Early Head Center Manager plays a critically important role fostering a sense of belonging and safety for staff, children and families. The Head Start/Early Head Start Center Manager is responsible for providing leadership, supervision and guidance in ensuring full implementation of Head Start Performance Standards, licensing regulations and program/agencies policies and procedures.

The Head Start/Early Head Start manager provides support, mentoring, training and technical assistance to Early Head Start staff in collaboration with the ECE Manager and other members of the Education Team. This will include but not limited to curriculum implementation, lesson plans, individualizing, classroom environments and developmentally appropriate teaching practices.

The Head Start/Early Head Start Center Manager is an integral part of the Management Team which includes participating in monitoring, reporting, program self-assessment, planning and decision making. The Head Start/Early Head Start Center Manager initiates, nurtures and maintains linkages with community partners as a means to advance YCCAC's mission in our client-centered environment.

#### **RESPONSIBILITIES:**

1. Participates in management and planning meetings, contributes to Management team by providing direction and leadership for the all content areas of the Head Start and Early Head Start Program
2. Meets quarterly with the monitoring team to analyze and discuss classroom and program data.
3. Actively participates in self-assessment process
4. Monitors and reports on assigned center/classroom data to ensure full compliance with Head Start Performance Standards/licensing regulations and that we are making progress towards identified Program/School Readiness goals.
5. Oversees and conducts management of assigned building/classroom and related budgets for team meetings, activities and materials.
6. Coordinates and attends case management, team and building meetings and activities.
7. Assists, as directed, the Early Childhood Education Manager in meeting the education component requirements in the Performance Standards for curriculum design and implementation by:
  - Completes the Creative Curriculum Fidelity Tool
  - Reviews weekly lesson plans
  - Completes weekly classroom/center visits

- Observes educational home visits/parent conferences and informal observations
  - Ensures that assigned teams are completing requirements according to the Education Timeline, including monitoring in ChildPlus
  - Provides staff with on-going support and feedback.
8. Participates in monitoring debriefings for ongoing support and supervision.
  9. Develops goals and/or action plans in coordination with program managers and staff.
  10. Completes annual evaluations of supervisees with input from program managers.
  11. Assists staff in planning for and meeting educational and professional goals, including follow-up on Professional Development Plans and Goals
  12. Acts as a member of the interview team in hiring center and classroom personnel.
  13. Provides orientation, guidance and support to new employees during orientation and on-boarding process
  14. Assists and ensures implementation of all content areas goals specified in the written program plan.
  15. Provides classroom coverage, as directed, in order to operate classrooms as scheduled.
  16. Ensures a safe and sanitary environment is maintained for all assigned center occupants and classrooms.
  17. Meets regularly (Monthly) with the assigned Lead Teachers, and Cooks for supervision and keeps up-to-date supervisory documentation.
  18. Supports Lead Teachers in their role as supervisors to evaluate and supervise classroom staff and volunteers. (when applicable)
  19. Approves weekly electronic time sheets for assigned staff, by required timeframes.
  20. Works with other program managers and coordinators to ensure the needs of all children are being met; including those with special needs.
  21. Supports staff with the transition of all children from Early Head Start to Head Start and Head Start to public school.
  22. Attends and actively participates in all component area trainings, including, but not limited to, all staff trainings, Curriculum training, ServSafe training, education team meetings, Nutrition Meetings, as required.
  23. Attends appropriate training workshops and conferences, as directed
  24. Attends all debriefing meetings related to monitoring results including, but not limited to, ITERS, CLASS, CACFP, Coaching with Fidelity and classroom observations.
  25. Assists staff in coordinating as necessary, center-wide activities, to include classroom visits, field trips, visits by consultants, therapy space, parent meetings and parent trainings.
  26. Meets regularly with Assistant Director for supervision.
  27. Reports any concerns, asks for guidance, support and technical assistance from other managers, as necessary.
  28. Collaborates with the Early Childhood Education Coordinator for support and guidance of children with mental health and behavioral concerns.
  29. Facilitates effective communication and flow of information to all staff around policy and program updates, building needs and operations.
  30. Ensures the coordination of site operations and promotes team work and collaboration of building staff.
  31. Ensures that playgrounds are meeting safety standards, and are well maintained by center staff.
  32. Adheres to all program policies and ensures that staff that they supervise do as well.
  33. Completes other tasks as assigned, or as necessary to fulfill the position.

#### **QUALIFICATIONS:**

1. Bachelor's degree in Early Childhood Education or related field.
2. Must possess and be able to demonstrate effective management and leadership skills and be willing to participate in job related training.

3. Must have at least five years related experience as supervisor or manager
4. He /She must possess good verbal and written communication as well as organizational, leadership, and supervisory skills.
5. He/She must have great interpersonal skills and have the ability to supervise and adjust to different adult learners.
6. Must be or become CLASS Certified Observer and maintain the certification.
7. Must be proficient in Microsoft Office Suite, including Outlook; and demonstrate the ability to enter data efficiently and effectively.
8. Must be or become registered with Maine Roads to Quality.
9. Confidentiality is a requirement of this position.
10. Must not have an active record on the System for Award Management (SAM) website.

*Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.*

**Qualifications and responsibilities are essential function of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.**

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	40 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if

she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Head Start/Early Head Start Center Manager** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

**I certify that I have read and received a copy of the job description for the Head Start/Early Head Start Center Manager. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.**

\_\_\_\_\_  
**Employee (print) name**

\_\_\_\_\_  
**Employee' Signature**

\_\_\_\_\_  
**Date**

**I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**