

# Southeast Alabama Regional Planning and Development Commission

## Head Start – Center Director

### Andalusia, AL

#### **JOB SUMMARY**

The Center Director is responsible for every aspect of the daily operation of their assigned center. Responsibilities include direct supervision of center employees, ensuring compliance with Head Start and DHR regulations and managing relationships with parents and community members.

#### **DUTIES AND RESPONSIBILITIES**

##### MANAGEMENT OF CENTER

- Provide a social, cognitive, creative learning environment for a comprehensive child development program that encompasses all aspects of each child's development and learning.
- Provide a safe and healthy environment for children and staff that is smoke free and drug free.
- Fill in for family service specialist, teacher, food service or other positions when staff is absent.
- Conduct safety drills and meetings.
- Maintain supply inventory and requisition supplies when needed; check, verify, and sign bills.
- Monitor lunchroom and center activities daily.
- Maintain and up-date all files and documentation.
- Encourage parent and community volunteer services; coordinate policy council members.
- Verify required information is posted in every classroom.
- Serve as a mentor and model to all staff.
- Check, prepare and mail reports to various agencies (Main office, DHR, Volunteers, Sign In/Out sheets, etc).
- Log In Kind services received.
- Monitor meal counts and weekly production records daily.
- Send monthly report to office and service managers.
- Maintain safety and cleaning checklist

##### PERSONNEL MANAGEMENT

- Maintain staff files and ensure that pre-employment documents are in order
- Communicate employee education updates to Education Services Manager.
- Schedule and provide staff training.
- Provide written recommendations to Head Start Director regarding employment, re-employment, reprimands, suspensions or dismissals of employees under their supervision with proper documentation for such recommendations.
- Verify and approve employee time and travel sheets; manage leave requests and employee schedules.
- Perform staff evaluations semi-annually.
- Build and maintain a good relationship with other staff members. Refrain from discussing staff, parent, school and community problems with other staff members, parents, and the community at large.

##### SERVICE AREA COORDINATION

- Ensure families and children are receiving appropriate services.
- Send notices and notes to parents; provide two parent teacher conferences and home visits yearly.
- Assist parents with program application and all Head Start/DHR required forms.
- Confer with parents regarding program requirements and assist with parent and guardian training.
- Provide emergency family assistance and intervention referrals.
- Coordinate activities and services with LEA personnel.
- Assist all service managers as needed.
- Actively participate on IEP Committees.
- Encourage the involvement of family members in the Head Start program and support the development of relationships between children and their families.
- Work with parents, public school officials and other Head Start Staff to share ideas, concerns, expectations and ways to improve the transition from Head Start to public school.

## PROGRAM, POLICY, AND PROCEDURES

Maintains a thorough knowledge of all policies related to program management including:

- Head Start Policies, Alabama DHR Minimum Standards
- SEARP&DC Head Start Personnel Policies and Procedures Manual

## EDUCATION AND EXPERIENCE

Center Directors must be at least 19 years of age. Pre-employment training and education requirements for center directors include 20 hours of training in administration and management, 4 hours of training in quality child care, and at least **one** of the following:

1. 120 hours training in child care, (at least 20 hours in each of the following: child development; health, safety, and universal precautions; quality child care and licensing; the child care professional and the family; language development; and positive discipline and guidance) a high school diploma or G.E.D. and 12 months of working experience as a child care worker/teacher or a director;
2. Child Development Associate Credential (CDA) or Certified Child Care Professional Certificate (CCP) and a high school diploma or a G.E.D., and 12 months working experience as a child care worker/teacher or a director;
3. Associate degree in child development or early childhood education and 9 months working experience as a child care worker/teacher or a director.
4. Bachelor's degree in child development or early childhood education and 6 months working experience as a child care worker/teacher or a director.

## KNOWLEDGE AND SKILLS

Head Start staff should be knowledgeable of appropriate practices for young children and be able to communicate information effectively to children, parents, other staff members, and members of the community. They should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families. Staff should possess basic computer skills and ability to utilize MS Windows, MS Works or Word, Child Plus, and Internet/Intranet. Employee should share a common philosophy with Head Start standards and policies as it pertains to the education of young children and families.

## PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body.

**TO APPLY: Please visit the employment page at [www.searpdc.org](http://www.searpdc.org) for REQUIRED application or call 334-794-4093 ext 1415 for more information.**

**Applications must be received by close of business 3-23-17.**

## **Sending Application**

**Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302**

**Email: [areed@searpdc.org](mailto:areed@searpdc.org)**

**Fax: 334-794-3288**

**Please note that Transcripts are REQUIRED to apply for this position.**

**EOE/E-verify**

Posted: 3-3-17 Closes: 3-23-17
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