JOB SUMMARY

Plan program activities, direct supervision of Head Start staff members and develops a good working relationship with the Policy Council. Conduct day‐to‐day operations of the classrooms and center as delegated by the Head Start Director. Guides and models for their staff the effective use of appropriate practices.

DUTIES AND RESPONSIBILITIES

A. Management of Center (30%)

Be knowledgeable of policies and procedures as stated in Head Start Regulations and the Southeast Alabama Regional Planning and Development Commission Policy Handbook. Ensure Head Start, DHR, and USDA guidelines are continually met. Provide a social, cognitive, creative learning environment for a comprehensive child development program that encompasses all aspects of each child’s development and learning. Ensure center is provided with needed materials, supplies, and equipment necessary to maximize learning experience. Execute service plans, policies, and procedures. Solve problems and initiate actions. Encourage parent and community volunteer services. Conduct safety drills for fire/tornado etc. Maintain inventory for lunchroom, classroom and office. Assist with various center activities as needed. Monitor lunchroom and center activities daily. Provide a safe and healthy environment for children and staff that is smoke and drug free. Promote Head Start program inthe local community. Provide and follow a school calendar according to Local Board of Education.

Serve as a mentor and model to all staff. Verify required information is posted in every classroom. Provide parents with program objectives and policies. Assist parents with applications and other services.

B. Recording and Reporting (30%)

Complete reports. Check, prepare and mail reports to the various agencies (Main office, DHR, Volunteers, Sign In/Out sheets, etc.). Log nonfederal services received. Update children and staff records as needed. Monitor meal counts, production records daily. Send monthly report to office and service managers. Maintain safety and cleaning checklist.

C. Program Administration (15%)

Order grocery and center supplies every two weeks. Periodically travel. Requisition materials, supplies, and equipment. Fill in for teacher or food service staff when absent. Recap invoices as needed. Maintain office using clerical abilities (mail, correspondence, communication, etc.). Check, verify, and sign bills. Utilize computer and software that includes MS Word, Windows, Outlook, Child Plus, GOLD, and Internet/Intranet. Maintain and update all files and documentation. Other duties as directed by the Head Start Director.

D. Personnel Management (10%)

Schedule and provide staff performance training. Approve/deny requests for sick and emergency leave. 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. Assist the Education Services Manager in ensuring all educational personnel under their supervision achieve and

maintain appropriate educational credentials. Payroll recaps. Verify hours, ensure accuracy, and sign timesheets. Prepare, fax and send time/travel sheets. Conduct staff meetings. Assist with training for staff and parents.

Perform yearly staff evaluations. Coordinate yearly First Aid and CPR training.

PHYSICAL DIMENSIONS

Exert up to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Job involves a great deal of movement and mobility. Walking, sitting and standing is required.

QUALIFICATIONS

Knowledge, Skills, and Abilities. Must be knowledgeable of appropriate practices for young children and be able to communicate information effectively to center staff, parents, and community. Must have good people skills. Must be able to use diplomacy in problem solving and decision making. Must be objective and fair in recommendations and implementation of standards and policies. Ability to communicate effectively and respectfully with co‐workers and support staff. Conducts him/herself in a professional manner at all times when representing the agency.

Shows integrity in all matters related to children and families. Accepts authority and consequences of such authority. Possesses basic computer skills and ability to utilize MS Windows, MS Works or Word, ChildPlus, GOLD, and Internet/Intranet. Shares a common philosophy with Head Start standards and policies as it pertains to the

education of young children and families.

Credentials and Experience.

1. Possess an associate's degree in early childhood education or child development from an accredited college; prefer bachelor's degree from an accredited college or university in early childhood education or child development.

2. Minimum of three (3) to five (5) years of work experience in early childhood education or child development; prefer supervisory experience.

3. Possess or be able to obtain within six (6) months of employment Child Development Associate Credential (CDA) or Certified Care Professional Certificate (CCP).

4. Possess facility management experience (preferred).

5. Maintain required annual training hours.

6. Possess a current and valid driver's license; must be insurable.

7. Ability to relocate to other HS/EHS Centers if needed or requested (temporarily or longer term, as required).

8. Ability to work non-standard hours and overtime when required.

9. Ability to pass a pre-employment background check.

Special Requirements. Possess valid Alabama driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands.

APPLICATION PROCESS:

Please apply at www.searpdc.org.

Transcripts are required for applicants.

Please mail applications to:

SEARP&DC, Human Resources

PO Box 1406