

JOB DESCRIPTION

JOB TITLE	Site Manager	LAST UPDATE:	August 2019
REPORTS TO:	Executive Director	CLASSIFICATION:	Exempt

POSITION SUMMARY:

Manages the daily operations of a licensed child development center. This position is responsible for providing direction, guidance, and support to assigned staff. The Site Manager monitors child attendance records, organizes and conducts parent education and parent participation activities, and complies with Early Head Start regulations, Texas Health and Safety Codes, and all other applicable state, local and federal guidelines, and Center for New Communities policies and procedures.

ESSENTIAL DUTIES:

1. Implements positive strategies to support children's well-being and prevent and address challenging behavior while not mistreating or endangering the health or safety of children enrolled; no children is left alone or unsupervised.
2. Respects and promotes the unique identity of each child and family and will not stereotype on any basis, including gender, race ethnicity, culture, religion, disability, sexual orientation, or family composition.
3. Complies with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
4. Reports child abuse or the maltreatment of children in accordance to C4NC's policies and procedures, Head Start Performance Standards, and State Law.
5. Ensures the operation and maintenance of a safe, clean, healthy, and productive work environment, including both indoor and outdoor facility.
6. Assures all classrooms are fully staffed at all times and arranges and schedules substitutes as needed for the center classrooms.
7. Ensures the site is maintaining required supervisor of children and child/staff ratios at all times.
8. Supervises assigned staff and ensures the completion of goal setting, professional development (through education, role modeling, mentoring, and providing training and resources) and performance evaluations.
9. Supports and guides teaching staff as they develop and implement written lesson plans that address the whole child and integrate all services areas.
10. Ensures collaboration with Content Area Specialists.
11. Communicates effectively with assigned staff and parents.
12. Actively participates in parent or group meetings, community collaborations and affiliations in order to advocate for Early Head Start children and families.
13. Recruits, enrolls, and obtains appropriate records of children and families to ensure full enrollment and waitlists.
14. Ensures average daily attendance for all classrooms assigned and develops improvement plans when attendance falls below 85%. Ensures the FSW makes appropriate contact with parents when absences occur.
15. Ensures regular communication with families regarding screenings, assessments, and surveys in order to provide needed information regarding medical, mental health, and social services as needed and in accordance with Head Start Performance Standards.
16. Schedules and/or attends case conferences, parent conferences, case reviews, IEP/IFSP meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed to include continuing education planning and participation in CPR and First Aid certification.
17. Prepares and submits requisitions for supplies and materials, maintains an inventory of Center equipment, forecasts needs for supplies, materials, equipment, repairs and other potential expenditures, and oversees building maintenance and repairs.

18. Ensures accurate CACFP reporting and all others as required.
19. Ensures accurate reporting and documentation of In-Kind and other allowable costs applied toward the non-federal share requirement.
20. Maintains record keeping and reporting systems to ensure accurate information, with timely completion and follow-up.
21. Performs other duties as required.

EDUCATION:

- Must meet State Child Care Licensing Director Qualifications
- Prefer a Bachelor's Degree in Education, Sociology, Psychology, Child Development or related field or other Teaching or Administrative credentials or other related experience

EXPERIENCE:

- Must have at least three (3) years experience in a child care and development program in an instructional capacity
- Must have at least three (3) years of supervisory experience, or any equivalent combination of acceptable training and experience as determined by the Executive Director

SKILLS:

- Must be professional and courteous in all interactions as defined in C4NC's and Early Head Start's mission statements
- Must have a strong understanding of curriculum and course design principles and methodologies, child learning theories, implementation procedures, facilitation and evaluation
- Must have strong leadership and coaching skills, able to supervise and guide the work of others participating in the development process
- Must have strong written and interpersonal communication skills
- Must have the ability to work effectively with individuals of diverse education, socio-economic, and cultural backgrounds and other individuals with disabilities and/or special needs
- Must have the ability to analyze problems, identify alternative solutions, proposed consequences and appropriate actions, and implement recommendations in support of goals
- Must have the ability to organize personnel effectively and efficiently
- Must have knowledge of computer skills such as MS Word, MS Excel, and other computer programs

SPECIAL LICENSES OR OTHER REQUIREMENTS:

- Must possess a Child Care Licensing Director's Credential
- Must possess or obtain within one (1) month from beginning, a Pediatric First Aid and CPR certification
- Must have a current Texas Driver's License, acceptable driving record, and proof of insurance

For any employee who occupies or may occupy this position, this job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Additionally, this document does not create an employment contract, implied or otherwise.

I have read this job description and understand its contents.

Employee's Signature

Date

Center for New Communities Representative's Signature

Date