



JOB DESCRIPTION

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| CENTER MANAGER | FLSA Status: Exempt |
| Latest Review Date: 5/2023 | Department: Early Childhood Programs |
| Effective Date: | Reports to: Early Childhood Programs Director |

POSITION SUMMARY

Responsible for the overall direction, management and supervision of all component areas in assigned Head Start classrooms as outlined in the Head Start Performance Standards and DHS Licensure.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Cooperate successfully as a team member
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Provide primary supervision at assigned centers
- Serve as positive role model and resourceful mentor for teaching staff and provide on-site presence at assigned classrooms on regular basis
- Meet bi-weekly with classroom staff and Family Services to identify and address needs of the children and their families
- Responsible to ensure adequate and efficient classroom staffing with existing and substitute Head Start staff
- Coordinate with Program Specialists to carry out strategies and maintain high quality of services
- Supervise staff in implementing age appropriate activities for children in the classroom
- Check to see if lesson plans are completed and include all necessary components
- Coordinate the process of assessing children, including initial screenings, ongoing developmental and specialized assessments to determine if a disability exists
- Work with staff, families and other agencies to create a plan of transition for students as they enroll in and transition from Head Start services
- Responsible for facilitating wrap around services and required documentation in their assigned centers
- Identify needs of parents and staff to develop their skills and provide suggestions for more effective teacher/child and parent/child interactions
- Monitor and document provision of services in all assigned classrooms
- Assure USDA/CACFP compliance by monitoring meal service in center based programs, reviewing CACFP records for accuracy (including attendance, meal counts and grocery bill reconciliation) and provide assistance and training for staff and parents in nutrition and food safety

- Support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture and advocate for communities that are supportive of children and families of all cultures
- Assist in recruiting volunteer services from parents, community residents and community organizations
- Collect center in-kind documentation to meet requirements of Performance Standards
- Promote activities for staff and parents to provide a positive mental health environment in school and home
- Work with an interdisciplinary team of staff and parents to develop and implement an Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP) for each child with disabilities
- Coordinate with Local Education Agencies (LEA) to provide services to children with disabilities in the least restrictive environment (LRE) in accordance with an Individualized Education Plan (IEP)
- Advocate in the community for appropriate services for children with disabilities and their families
- Participate in selection, scheduling and training of classroom staff
- Recruit, schedule and ensure paperwork completion for qualified classroom substitutes
- Collaborate with Specialists to provide staff training and development including on site consultation, coaching and mentoring
- Address issues and assist to resolve problems with Head Start classroom staff
- Prepare and conduct performance evaluations for subordinate staff as required by NEICAC
- Ensure that Centers have necessary staff, supplies, and equipment to facilitate adequate functioning of classrooms
- Transport supplies and equipment to classrooms
- Support staff in meeting the School Readiness goals set for all enrolled children
- Responsible for center maintenance and upkeep
- Become knowledgeable of, and ensure classroom compliance with, the Head Start Performance Standards and DHS Licensing requirements
- Review dashboard results with classroom staff
- Collaborate with local community agencies having similar missions and goals
- Act as state approved Mandatory Reporter of suspected incidents of Child Abuse or neglect
- Act as a PBIS coach for classroom staff
- Complete required CLASS observations each year as a certified Reliable observer and develop goals to improve CLASS scores
- Complete the transportation section of the health/safety protocol within first 45 days of school year and perform periodic checks

SUPERVISORY RESPONSIBILITIES

Supervise assigned classrooms and staff. Responsible for all Teacher performance evaluations

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

BA Degree in Early Childhood Education or related field required. Experience working in a classroom setting or with families preferred. AA Degree specific to Early Childhood acceptable in addition to experience of 10+ years of teaching in a Head Start classroom. Must have computer experience and/or training.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and speak effectively before groups of customers or employees of organization and respond to questions from groups of managers, clients, customers, other employees of the organization and the general public in one-on-one and small group situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must have valid driver's license and carry NEICAC levels of automobile insurance. Must also be bondable
Complete a physical with a TB screen and have repeated every three years
Must satisfactorily complete criminal records check
Must satisfactorily complete First Aid, CPR, Mandatory Child Abuse Reporting, Medication Administration, Universal Precautions and any other training required by DHS licensure and/or Head Start Performance Standards

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must regularly lift and /or move up to 25 pounds, occasionally lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____