JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Head Start

POSITION: Center Manager position open in Tillamook center

HOURS: 40 hours per week

SALARY: $4,459 per month

BENEFITS: Medical, dental, vision, life, retirement, education, paid holidays, personal and sick leave

HOW TO APPLY:

Please submit a letter of interest along with the items below:

- *Application*
- *Current resume*
- *Copies of transcripts* (issued by the college - can be student issued, but not web-based)
- *Copy of degree*(s)

Please send all materials to:

Child & Family Development Programs
ATTN: Jeannie McGinley
PO Box 10
Rainier, OR 97048

jmcginley@nworheadstart.org

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Center Manager

DEPARTMENT: Human Investment

POSITION REPORTS TO: Area Supervisor

FTE: 75% - 100%

POSITION DURATION: as funds permit

WRITTEN BY: CAT Administration

PERSONS SUPERVISED: 3-16

APPROVED BY: Policy Council
APPROVAL DATE: 3/9/16

APPROVED BY: SDA
APPROVAL DATE: 02/12/16

POSITION SUMMARY:

The Center Manager will provide leadership in the center as an administrator of a comprehensive preschool and family service program that is accountable to funding sources and applicable licensing agencies. They reach out to local community resources in developing collaborative ventures to better serve children and families. Center Manager will supervise staff, work with children, staff, parents and communities in a sensitive and supportive manner which honors individual differences, cultural backgrounds, and current circumstances. Provide leadership role in the center and community.

QUALIFICATIONS:

1. Must have a baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

2. Must have experience assisting teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom.

3. Preschool teaching experience and a social service background.

4. Three years experience in the supervision of staff and the management of information systems within and between organizational units.

5. Demonstrated skill and knowledge of developmentally appropriate Early Childhood Education.

6. Evidence of ability to work in a cooperative team manner, to follow directions and program policies.

7. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.

8. Must have dependable transportation and/or valid driver's license and auto insurance.

9. Must have intermediate working computer skills and knowledge.

10. Must have current pediatric and adult First Aid/CPR cards**.**

11. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.

12. Ability to occasionally lift up to 50 lbs.

13. Bilingual skills preferred.

14. Must be willing and available to work flexible hours.

15. Experience and knowledge of planning, budgeting and monitoring expenditures and reviewing fiscal statements.

16. Ability to work with families and staff from a diverse population.

17. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.

18. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.

DUTIES AND RESPONSIBILITIES:

1. Responsible for implementation of integrating child health and development, parent and community partnerships, and program design and management.

2. Responsible for the assigned center operations, staff supervision in accordance with Federal, State and program policies and reporting progress toward program objectives on a monthly basis.

3. Participate with the program Leadership Team to plan and coordinate program activities, develop policies and procedures, and determine program structure with approval of policy council.

4. Serve as team leader to work closely with program staff, families and volunteer staff.

5. Purchase materials, supplies, equipment and services to maintain safe, efficient operation of site(s), prioritizing within budget constraints.

6. Ensure the acquisition, organization and maintenance of an inventory of developmentally appropriate educational materials and equipment.

7. Supervise the maintenance of the center building and the vehicles used for transportation of program participants.

8. Provide leadership to center staff in creating classroom environments that are stimulating and conducive to learning.

9. Provide leadership to teachers in creating classroom schedules to provide a variety of activities in all areas of development.

10. Provide leadership to teachers and other staff in developing an individualized, relevant curriculum.

11. Ensure completion of screenings, assessments, education plans, transition plans and referral process according to policies and performance standards.

12. Work with staff, specialists and consultants to identify and provide appropriate, timely and integrated services to children with disabilities and special needs.

13. Maintain confidentiality of information in all dealings related to program children, families and staff.

14. Recruit and enroll new children and maintain a waiting list throughout the year.

15. Ensure and/or conduct activities on-site and in-home to establish positive

links between home and school and support parents as primary educators.

16. Participate in hiring and provide on-site training, supervision and evaluation of all staff assigned to the center.

17. Pursue professional growth opportunities and support the professional growth and personal development of others.

18. Recruit, train, support and evaluate volunteers in the center.

19. Establish and maintain public relations between the program, outside agencies and the general community.

20. Ensure family partnerships are developed and referrals are made to Social Service agencies as needed and followed-up.

21. Work closely with Director through Leadership Team to mobilize resources for program development on a center or program level.

22. Responsible for implementing Oregon Child Abuse and Neglect laws, and following program policies.

23. Assure monthly parent activities and family events are provided to meet parent requests and requirements.
24. Facilitate regularly scheduled family staffings and staff meetings.

25. Be responsible for fiscal management and monitoring center's expenditures.

26. Must maintain a working knowledge of program plans, policies and Peformance Standards.

27. Other duties as assigned by Program Director or Area Supervisor.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

ADMIN OFFICE
P.O. Box 10
108 West B Street
Rainier, OR 97048
PHONE: (503) 556-3736
FAX: (503) 556-0705

HEAD START PROGRAM

ASTORIA CENTER
P.O. Box 884
Astoria, OR 97103
PHONE: (503) 325-5421
FAX: (503) 325-8913

CLATSKANIE/RAINIER CENTER
P.O. Box 2
Clatskanie, OR 97016
PHONE: (503) 728-2940
FAX: (503) 728-2225

SEASIDE CENTER
P.O. Box 362
Seaside, OR 97138
PHONE: (503) 738-0873
FAX: (503) 738-5912

ST. HELENS CENTER
P.O. Box 239
St. Helens, OR 97051
PHONE: (503) 397-4114
FAX: (503) 397-0906

TILLAMOOK CENTER
P.O. Box 713
Tillamook, OR 97141
PHONE: (503) 842-5180
FAX: (503) 842-2580

VERNONIA CENTER
P.O. Box 242
Vernonia, OR 97064
PHONE: (503) 429-9243
FAX: (503) 429-4103

WARRENTON CENTER
P.O. Box 1163
Warrenton, OR 97146
PHONE: (503) 861-9681
FAX: (503) 861-9775

EARLY HEAD START
P.O. Box 458
Warrenton, OR 97146
PHONE: (971) 813-9450

PARENTING EDUCATION
P.O. Box 10
Rainier, OR 97048
PHONE: (503) 556-3736
FAX: (503) 556-0705

HEALTHY FAMILIES
125 N. 17th
St. Helens, OR 97051
PHONE: (503) 366-0800
FAX: (503) 366-0908

CHILD & FAMILY DEVELOPMENT PROGRAMS

Of Community Action Team, Inc.

NOTICE TO APPLICANT

A criminal background check and FBI fingerprinting are required for people working in Early Childhood Education and care.

The applicant must complete the Child Care Division's form. You can apply online with the Child Care Division at: Office of Child Care Online Central Background Registry Application .

OR to print off an application to mail in, type the address below into your browser: http://www.oregon.gov/OCC/Pages/On-line_application_informationpage.aspx

Once you have completed the application for enrollment to the Central Background Registry, you will receive information on how to schedule an appointment for fingerprinting. It is essential to follow the directions and meet the deadline established in the letter to complete the enrollment process.

The applicant must be 18 years of age to qualify for Criminal Background Registration.

Staff are required to participate in the Oregon Registry Online (ORO). If you are not currently on ORO, apply using the following link:
https://drive.google.com/file/d/1YFff0lHy9C2qAp9s0E5NbDI_SWwzmZ13/view

Drug Screening

A pre-employment drug test will be required for every perspective employee. Test results must be negative to be employed. The cost for the screening will be paid by Community Action Team.

Providing Head Start, Healthy Families and Parenting Education services

Form 1-63

COMMUNITY ACTION TEAM, INC.

Employment Application

Date: _____ Interviewed by: _____

Position: _____ Department: _____

Name: _____
Last Middle First

Address: _____

Telephone: _____ _____
Home Business

E-mail Address: _____

Do you have dependable means of transportation? _____

Do you have a valid Oregon Driver's License? ☐ ☐ _____
Yes No Number

List relative presently employed in Community Action Programs by name, program, relationship: _____

Date available for employment: _____

EDUCATION:

SCHOOLS ATTENDED	**FROM - TO** Field of Study	**DATE LEFT** Month/Year	**GRADUATE** Month/Year	**DEGREE RECEIVED**
High School/GED:				

WORK EXPERIENCE *(list most recent first)*

Firm:_____ Address:_____
Phone:_____ From: _____ To:_____
Salary/Volunteer: _____ Supervisor: _____
Job Title & Description: _____
_____
Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm:_____ Address:_____
Phone:_____ From: _____ To:_____
Salary/Volunteer: _____ Supervisor: _____
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Phone:_____ From: _____ To:_____
Salary/Volunteer: _____ Supervisor: _____
Job Title & Description: _____
_____
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PROFESSIONAL AND PERSONAL REFERENCES

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE

MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name	Year	Office Held

Honors or Awards -

Publications -

ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

To the best of my knowledge, all information on this application is true and correct.

Signature _____ Date _____

Community Action Team, Inc. is an Equal Opportunity Agency

COMMUNITY ACTION TEAM, INCORPORATED
310 Columbia Blvd., St. Helens, Oregon 97051
CHILD & FAMILY DEVELOPMENT PROGRAMS
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I ***have not been*** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

_____ _____
Signature Date

I ***have been*** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

_____ _____
Signature Date

This information will be kept strictly confidential.

Child & Family Development Programs

Pre-Employment Reference Form

Applicant: *Please complete one form for each reference; provide at least three references; and include at least two supervisors.*

Section 1: Applicant Information

Last Name _____ First Name _____ Middle Initial _____

Position Applying For _____

Section 2: Reference Contact Information

Contact Person _____ Relationship to Applicant _____ Title _____

Company Name/Address _____

Phone Number _____ Fax Number _____ Email Address _____

Section 3: Reference Information

Position Held _____ Dates of Employment _____ Reason for Leaving _____

Applicant: *Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.*

					REFERENCE Use Only			
Attendance	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Relationships w/Children	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Co-Worker Relationships	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Communication	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Follow-Through	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Dependability	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Work Ethics	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Self-Starter	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Decision Making	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Honesty/Integrity	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Flexibility	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	
Empathy	Excellent	Good	Fair	Poor	***Agree***		***Disagree***	

COMMENTS:

Section 4: Release of Information

I, _____, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

Signature _____ Date _____

Section 5: Signature of Person Verifying Reference Information

Signature _____ Date _____ Title _____

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