

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Center Manager **DEPARTMENT:** Human Investment

POSITION REPORTS TO: Associate Director **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 Performance 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.

Number of Hours per Week: _____

Rate of Pay: _____

Staff Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

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.