

CENTER MANAGER	
REPORTS TO	Operations Manager or Quality Assurance Specialist
DEPARTMENT	Child and Family Development Programs
PROGRAM ASSIGNED	Head Start
LOCATION	Center Location
SUPERVISORY	Yes, 3-18
FTE STATUS	100% (approx. 10-11 months)
FLSA STATUS	Exempt
SCHEDULE	M-F, 08:00AM-4:30PM
SALARY RANGE	\$4,725-\$8,082 / Month

PRIMARY PURPOSE

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.

ESSENTIAL 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. Ensure the program recruitment process is followed and participate in recruitment efforts and events, including completing the participant application process for Head Start/OPK.
6. Responsible for maintaining Head Start/OPK at funded enrollment and maintain a waitlist so the program can fill any vacancy within 30 days.
7. Purchase materials, supplies, equipment and services to maintain safe and efficient operation of site(s), prioritizing within budget constraints.
8. Ensure the acquisition, organization and maintenance of an inventory of developmentally appropriate educational materials and equipment.
9. Provide active supervision model.
10. Provide leadership to center staff in creating classroom environments that are stimulating and conducive to learning.
11. Provide leadership to teachers in creating classroom schedules to provide a variety of activities in all areas of development.
12. Provide leadership to teachers and other staff in developing an individualized, relevant curriculum.
13. Ensure completion of screenings, assessments, education plans, transition plans and referral process according to policies and performance standards.

14. Work with staff, specialists and consultants to identify and provide appropriate, timely and integrated services to children with disabilities and special needs.
15. Participate in hiring and provide on-site training, supervision and evaluation of all staff assigned to the center.
16. Recruit, train, support and evaluate volunteers in the center.
17. Establish and maintain public relations between the program, outside agencies and the general community.
18. Ensure family partnerships are developed and referrals are made to Social Service agencies as needed and followed-up on.
19. Work closely with Director through Leadership Team to mobilize resources for program development on a center or program level.
20. Responsible for implementing Oregon Child Abuse and Neglect laws, and following program policies.
21. Assure monthly parent activities and family events are provided to meet parent requests and requirements.
22. Maintain good working relationships with community agencies and individuals.
23. Work in a cooperative manner with all staff and program committees to ensure a team approach to the delivery of services to the families and children in Head Start.
24. Must maintain a working knowledge and implement program plans, policies and Head Start Program Performance Standards.
25. Fulfill requirements as a Mandatory reporter.
26. Other duties assigned by Program Director or Supervisor.

OTHER DUTIES AND RESPONSIBILITIES

1. Be a respectful, cooperative, and reliable team member, consistently treating co-workers, families, and community partners with respect and dignity.
2. Contribute to the operation of the program by attending and participating in program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
3. Support in the evaluation and planning of program goals and plans.
4. Maintain professional and collaborative relationships by supporting and implementing position related duties of program contracts, MOU's and interagency agreements.
5. Maintain professionalism in dress and manner. Arrive to work on time, ready to work and participate. Meet program timeframes, checking email daily as well as site specific communication systems.
6. Ensures and maintains strict confidentiality of all sensitive information.
7. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
8. Recruit and enroll new children and maintain a waiting list throughout the year.
9. Pursue professional growth opportunities and support the professional growth and personal development of others.
10. Facilitate regularly scheduled family staffing events and staff meetings.
11. Supervise the maintenance of the center building and the vehicles used for transportation of program participants.
12. Ensure and/or conduct activities on-site and in-home to establish positive links between home and school and support parents as primary educators.

Code of Conduct:

Perform all work in compliance with program plans, policies, Head Start Program Performance Standards, and CAT Codes of Conduct.

Confidentiality:

Respect and maintain program and client confidentiality policies regarding enrolled children and families, personnel issues, and other program operations as appropriate. Continuously ensure strict confidentiality of all sensitive information encountered while performing the duties of the position.

Training:

In consultation with supervisor, develop professional work goals and development plan, participating in training as requested.

JOB/BEHAVIORAL COMPETENCIES

1. Experience and education in children's learning styles.
2. Evidence of organizational skills with attention to detail.
3. Must have dependable transportation and/or valid driver's license and auto insurance.
4. Evidence of ability to work in a cooperative team manner, coordinate directly with members of management, able to follow directions and program rules and policies.
5. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
6. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
7. Must have intermediate knowledge and skills with computers including Microsoft Office, Adobe, Google Drive, etc.
8. Ability to work with families from a diverse population.
9. Ability to de-escalate situations effectively, and to problem solve efficiently and bring issues to resolution.
10. Ability to return to task quickly despite constant interruptions.
11. Ability to effectively communicate positively, respectfully, sensitively and confidentially in a professional manner with children, families, community partners and co-workers in both verbal and written format.
12. Demonstrated skill and knowledge of developmentally appropriate Early Childhood Education.

COACHABILITY - JOB DESCRIPTION ESSENTIAL FUNCTION

1. Complete designated job tasks, special projects and all other duties as assigned to meet team, department, and Community Action Team, Inc. goals, while working cooperatively, efficiently, and productively in a team environment.
2. Actively demonstrate high levels of employee engagement, accountability, coachability, and responsibility for personal performance

and results.

COACHABILITY – JOB DESCRIPTION KNOWLEDGE, SKILLS ABILITIES

1. **Growth Oriented** - Seek out and approach training opportunities with active engagement and curiosity, while learning and exhibiting understanding of Community Action Team, Inc policies, protocols, and performance expectations. Demonstrate initiative to incorporate and implement learning principles from informal and formal training, as well as feedback from leaders and co-workers. Actively pursue professional development opportunities to add value to Community Action Team, Inc, including learning, adopting, and quickly adapting to new techniques and technologies used in the changing utility industry.
2. **Accountable** - Actively demonstrate accountability and responsibility for both work product results and the impact behaviors and decisions may have on the ability of others to do their jobs well. Work cooperatively in a team environment, while consistently demonstrating collaborative, respectful and productive work habits.
3. **Coachable** - Receive, interpret, and implement job-related instruction, guidance, coaching, and training (both formal and informal) while progressively improving skills and overall success in performing assigned duties. When issues of poor performance or negative behaviors are raised, incorporate feedback in a constructive manner that demonstrates understanding of the concern and an ability and willingness to achieve the required consistent and sustained improvement.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Minimum:

1. 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. 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 with a social service background
4. At least three years of experience in the supervision of staff and the management of information systems within and between organizational units.
5. Experience and knowledge of planning, budgeting and monitoring expenditures and reviewing fiscal statements.
6. Must have current pediatric and adult First Aid/CPR cards.

PREFERRED:

Bilingual skills preferred.

PHYSICAL DEMAND

☐ Lifting	☐ Pulling	☒ Reaching	☒ Manipulating
☐ Carrying	☐ Pushing	☐ Shoveling	☒ Keying/typing
☐ Other (specify)			

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

☒ Sitting	☒ Standing	☐ Walking
☒ Stooping	☒ Bending	☐ Confined
☒ Other (Kneeling)		

MENTAL OR VISUAL DEMAND

☐	Occasional mental and/or visual attention; the operation/task performed is either close to being automatic or the duties require attention only at long intervals.
☐	Frequent mental and/or visual attention; the flow of work is either intermittent or the process involves intermittent checking or interacting with others.
☒	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor and respond to various situations.
☐	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
☐	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

WORKING CONDITIONS

☐ Dust	☐ Dirt	☐ Heat	☐ Cold
☐ Fumes	☐ Noise	☐ Vibration	☐ Water
☒ Other (Indoor)			

☒	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
☐	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
☐	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.



CENTER MANAGER

☐	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
--------------------------	---

☐	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.
--------------------------	---

ATTENDANCE

1. Typical schedule is Monday-Friday
2. Hours are generally 8:00 AM – 4:30 PM with occasional need for weekend or off-hours support for events, trainings, etc.

SAFETY

Compliance with regular safety guidelines is acceptable.

FLSA STATUS

Exempt

CERTIFICATES/LICENSES

1. Food Handler's
2. Driver license
3. First Aid & CPR – Adult/Children

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

☐ Executive/Senior Level Managers (1.1)	☐ First/Mid-Level Managers (1.2)	☐ Professional (2)	☐ Technician (3)
☐ Sales (4)	☐ Administrative Support Workers (5)	☐ Craft Worker (6)	☐ Operative (7)
☐ Laborer (8)	☐ Service Worker (9)		

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

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

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>