

Community Service Programs of West Alabama

Job Description

<u>Job Title:</u>	Center Director
<u>Division/Department:</u>	Head Start/Early Head Start
<u>Reporting Relationship:</u>	Associate Head Start/Early Head Start Director
<u>Exemption Status:</u>	Regular Full-Time, Non-Exempt, Non-Safety-Sensitive
<u>Work Schedule:</u>	7:00 AM – 4:00 PM

Summary of Duties and Responsibilities

The Center Director is responsible for implementation of an Early Childhood Development Pre-School Education Program. The position is responsible for the day-to-day operations of the center. The position is guided by Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) and State and Agency directives and regulations. The Center Director supervises all center staff and is responsible for recruiting parents and community volunteers.

Other responsibilities include providing coordinated training with Coordinators for all staff, monitoring center activities, and ensuring that all program components comply with all provisions of the Head Start Performance Standards and Alabama Department of Human Resources Program Performance Standards for Day Care and Night Time Centers are met.

Essential Duties and Responsibilities: *(other duties may be assigned by the supervisor)*

- Monitor all educational activities to ensure that the Head Start Performance Standards' guidelines are being followed.
- Oversee the completion of all developmental screenings.
- Oversee the completion of the required home visits and the required parent-teacher conferences.
- Observe the teaching staff and provide feedback.
- Plan developmentally appropriate field trips and assist teachers with preparations for field trips.
- Manage and monitor the implementation of the quarterly on-going assessments.
- Assure that data entry is timely and accurately completed into all program software systems.
- Assure that all student files are current and accurate.
- Schedule and attend teacher, staff, and IEP meetings.
- Supervise all center staff ensuring that program processes and standards are met and maintained.
- Communicate with parents regarding Center operations, including transportation.

- Monitor transportation operations to assure compliance with adult/child ratios requirements of Federal Head Start and DHR Program Performance Standards.
- Arrange and/or document completion of annual First Aid/CPR training and certification.
- Collect, maintain and report program-required transportation records.
- Coordinate and report post-accident compliance activities.
- Assure that bus safety equipment is maintained.
- Assist teachers with the development and implementation of instructional programming and individualized education plans (IEPs).
- Provide training to teachers.
- Conduct performance evaluations on all center staff, including professional development plans.
- Manage purchases and compliance with purchasing guidelines for the agency.
- Develop substitute rosters for teachers, bus monitors, bus drivers and food service staff.
- Follow orally communicated directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.
 - Maintain fair and consistent practices
 - Use a positive tone when speaking
 - Maintain a positive moral in the center
 - Offer support to all staff
 - Use positive redirection
 - Inform staff of program and center updates or changes
 - Communicate with staff regularly

Qualifications: *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 Experience:

- Possession of a Baccalaureate or advanced degree in Early Childhood Education or possession of a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children.
- Classroom teaching experience working with disadvantaged children in a day care or pre-school program. Prefer a minimum of three years of supervisory experience.
- Solid working knowledge of productivity software is required.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.
- Ability to obtain CLASS certification within six months of employment.

Language Skills:

- Ability to develop and conduct comprehensive in-service training workshops.

- Ability to communicate to diverse populations.
- Ability to communicate orally and in writing.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Ability to meet deadlines.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

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 to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

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