



Job Description

Job Title: Head Start Center Manager

(Grade 7)

Department: Head Start

Supervisor's Title: Head Start Assistant Director

1. General Purpose of the Job: Oversee assigned Head Start/Early Head Start child care center(s) including supervising all classroom staff and coordinating center activities. In addition, when vacancies occur, this position will be part of a team that initiates a vacancy plan protocol to ensure ratio and other priorities are completed.
2. Minimum Level of Education Required: Requires either a BA/BS in Education or related field and early childhood classroom experience; or, an Associate's Degree with early childhood education credits and three years' experience in early childhood education. Requires supervisory experience and familiarity with common microcomputer word processing, database, and spreadsheet applications.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Ensure all center activities are in full compliance with Head Start Performance Standards and State Licensing requirements. Immediately report and work to remediate any situation where any activity or condition does not meet standards.
 - B. Ensure the program curriculum is fully implemented, that lesson plans are followed each day by staff, and that the individualized needs of each child are met.
 - C. Supervise, support, role model for, and evaluate classroom staff at center.
 - D. Provide staff development opportunities through center meetings and trainings, as well as identifying additional training needs.
 - E. Work with central administrative staff to promptly fill classroom vacancies and provide ongoing orientation to new staff, particularly in Head Start Performance Standards, licensing regulations, and general philosophies of the Head Start/Early Head Start program.
 - F. Conduct on-going recruitment to ensure full center enrollment at all times. Promptly report any vacancies and complete registrations on new children.
 - G. Promote parent involvement and active participation of community members in the Head Start/Early Head Start program, including maintaining documentation of regular parent directed meetings.
 - H. Monitor and maintain all child health records. Establish regular communication with parents when items are due or additional information that may be needed.
 - I. Maintain up to date child and center records and submit timely reports as required relating to documentation of health requirements and records of conferences and home visits.

- J. Ensure the center(s) is safe and clean at all times. Make supervisor immediately aware of any maintenance or safety issues and submit maintenance requests immediately upon identification of need. Maintain documentation of requests.
- K. Oversee all necessary food service activities, including meal preparation and serving, dishes, kitchen area cleaning, and organization and ordering of supplies.
- L. Ensure that all classrooms have sufficient materials to provide an age appropriate learning environment to implement daily lessons plans.
- M. Prepare and submit advance purchase orders to purchase new materials or to replace broken items following the required protocol.
- N. Make supervisor immediately aware of any personnel matters or parent concerns/complaints. Work with supervisor to address concerns.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds			X	
Up to 50 Pounds			X	
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above: The classroom environment requires staff to be active and engaged with children, including standing, moving about, sitting on floor, crouching to talk to children at their eye level, etc. Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal computer			X	
Routine office equipment			X	
Small kitchen appliances		X		
Motor vehicle operation		X		

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel		X		

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment.

C. Specific job duties affected by the environmental conditions described above: Cleaning duties necessitates using supplies with potentially caustic materials. Playground supervision requires staff to be outdoors when weather reasonably permits. Travel is required between centers, to training, and for general coordination activities related to the center.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: Supervises all classroom staff, including volunteers

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

Date

Job Description Last Reviewed: 1/30/19 By: RL