

Position: Site Manager

Job Status: Grade 7 – 11, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Should have an Bachelor's Degree or Master's Degree in Early Childhood Education; or an equivalent combination of education experience in Infant/Toddler study or an Associate degree in a related field and must have completed 3 units directly related to Infant/Toddler and 15 hours Health and Safety Courses
- Two (2) years experience supervising in an Early Childhood Center
- Must have knowledge and training in home visitation programs, adult learning and case management
- Minimum of three (3) years experience in supervising in an Early Childhood Center, ability to develop and Early Childhood Center, and have experience teaching in infant/toddler classrooms
- Must complete 15 clock hours annually of professional development
- Have knowledge of home-visiting program for pregnant women and parents with children 0-5
- Must have some knowledge of day care program philosophy, goals, objectives, reporting, standards, and regulations
- Must be willing to learn Head Start Performance Standards and other requirements and regulations relating to Early Head Start

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- Must have in-depth knowledge of Early Childhood Development assessment systems and effective curriculum implementation; in-depth knowledge of growth patterns and the developmental needs of young children; knowledge of health, education and developmental needs of pregnant women
- Should have the ability to observe, supervise and direct staff. Must have the ability to work effectively with staff in an atmosphere of teamwork and cooperation; ability to relate positively to parents and other representatives of the communities served by the program. Must possess administrative, organization and time/project management skills
- Must be able to regularly stand, walk, reach with hands and arms, stoop, kneel, crouch, sit, climb, balance, and crawl. The ability to make decisions and problem solve in pressure situations is essential. Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals.
- Must have the ability to write routine reports and correspondence as well as speak effectively before groups of young children, parents, staff and community groups
- Must be able to perform each essential duty satisfactorily
- Must be able to solve practical problems and deal with a variety of concrete variables in situations
- Should have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Should have the ability to develop consistent, stable, supportive relationships with very young children and their families
- Must have ability to use computer programs such as Word, Excel, etc. for day-to-day record keeping documentation
- Must have the ability to work with low-income families and a culturally diverse population
- Must have a pre-employment physical examination including a test for tuberculosis (TB) read by a doctor or other health professional
- Must have current Infant/Toddler CPR/First Aid certificate; must also be able to pass a criminal records clearance and an FBI Background check

- Must pass a Negative Drug and Alcohol Screen and have no prior convictions of child abuse/neglect
- Subject to random and unannounced drug and alcohol testing
- Work schedule may include nights and weekends
- Must be able to perform occasional lifting up to 25 pounds

III. Specific Responsibilities:

1. Responsible for day-to-day operations at center level, supervision, and training of staff in Head Start centers to ensure quality program services in a positive nurturing environment for children
2. Monitor conditions and maintenance needs of the center and grounds
3. Follow and guide emergency procedures for accidents, natural disasters and health emergencies including regular drills
4. Plan and conduct monthly site and safety meetings by direction of the Children's Service Coordinator and Health Manager
5. Ensure that notices, calendars, newsletters and communications with staff and families are timely and well written
6. Ensure sanitation, hygiene, and safety procedures are followed
7. Perform clerical assistance to Children's Service Coordinator and/or Child Outcomes Coordinator as needed for reporting gathering purposes
8. Provide weekly reports to Child Services Coordinator as required by written procedures and program plans
9. Utilize system for ongoing observations, assessments and the maintenance of individual plans for education of each child
10. Provide orientation and monitor center volunteers and visitors, ensuring that proper volunteer procedures occur
11. Schedule regular staffing meetings and provide support, case conferencing and tracking documentation
12. Provide or arranging training as needed for center or per staff request
13. Monitor center staff performance as needed, including monitoring of staff files
14. Provide written and oral reports to Children's Services Coordinator and/or Child Outcomes Coordinator
15. Ensure that classroom staff feed, diaper, and offer naps to children as needed
16. Make sure that monthly Center Committee Meeting take place

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17. Ensure that each child receives a daily head and health check and participates in brushing teeth and hand washing
18. Ensure that each child receives screening for sensory developmental and behavioral concerns within 45 days of entry
19. Work with Child and Family Advocate to ensure that children are referred as needed based on screening results
20. Ensure implementation of on-going assessment and tracking using observation, developmental checklist and portfolio collections to show growth in the development of each child
21. Ensure parents are informed of their child's development assuring that each family receives two (2) home visits and two (2) conferences, and are encouraged to participate in curriculum planning, goal development, classroom activities and observation
22. Ensure that routines and transitions occur in a timely, predictable and unrushed manner according to each child's needs
23. Ensure compliance with licensing regulations and Head Start Performance Standards
24. Ensure that children are appropriately supervised at all time
25. Ensure that positive guidance and appropriate discipline is practiced
26. Ensure that policies and procedures for reporting suspected child abuse and neglect are followed
27. Maintain required adult/child ratio
28. Know and follow emergency procedures and scheduled drills for accidents, natural disasters and health emergencies
29. Follow sanitation and hygiene procedures for safe and efficient maintenance of classroom
30. Ensure that required documentation and tracking of classrooms are maintained, completed, organized and turned in on time
31. Maintain staff files and supervision documentation, including licensing requirements, goal setting and performance evaluations
32. Supervise all staff in center setting
33. Ensure that lesson planning is individualized and supports children's interests, individual child goals and Performance Standards
34. Work in classroom when substitute is not available
35. Monitor and track classroom non-federal share and provide report to Children's Services Coordinator
36. Ensures confidentiality of records and privileged information at all times

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37. Mandatory reporter of suspected child abuse and neglect
38. Continues professional growth b participating in training and workshops/conferences self-obtained and by the program
39. Other duties as assigned

Immediate Supervisor: Children Services Coordinator

Secondary Supervisor: Child Outcomes Coordinator

Date of Approval _____