

JOB SPECIFICATIONS

JOB TITLE: Training Center Manager

REPORTS TO: Deputy Director for Program Services

SUPERVISES: Teachers, Caregivers, Assistant Teachers, Assistant Caregivers, Exceptional Student Assistants, School Readiness Coach, Family Advocates, Building and Grounds Technicians, Food Technicians, Center Aides

SALARY RANGE: \$45,818.00 - \$64,480.00 annually

SUMMARY OF JOB: The Training Center Manager is responsible for promoting high quality child development services for children and their families. This is done by planning and effectively implementing all aspects of the training center. The Manager develops and implements the on-the-job training program (OJT) for TCA Head Start staff, develops, hosts or facilitates trainings for child development professionals, families and the community. The Manager operates the Head Start and Early Head Start programs at the training center and ensures the highest level of training is being provided.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Child Development Services

- Provides guidance and leadership to staff emphasizing the importance of high quality, integrated, seamless services for children and families
- Review and analyze data including child and family outcomes, enrollment data
- Participate as part of the OCYF leadership team
- Develop, in conjunction with staff, professional development plans designed to assist staff with optimal functioning
- Monitors employee performance through observation, supervisory meetings, team meetings and communities of practice and file and document reviews.
- Immediately remediates any non-compliance noted from any regulatory agency
- Works in concert with content staff, Deputies and OCYF Director
- Handles complaints from staff and community appropriately
- Participates in hiring and ongoing personnel decisions regarding center staff
- Ensures program operates within established budgets
- Completes monthly reports and ensures that staff reports are accurate and completed timely
- Support parent committee
- Provides training for parent committee members to ensure they understand their roles and responsibility
- Supervise volunteer and oversee all volunteer activities
- Assures center meets and maintains optimum health and safety compliance

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- Responds to inquiries and requests
- Collaborate with community providers and represent the agency in community committees, meetings, etc
- Manage disciplinary processes, consistent with agency policy
- Actively participates in the program's self-assessment
- Ensure timely staffings for children with special needs
- Immediately communicate any perceived threats to OCYF Director
- Ensure staff training needs are addressed
- Ensure parental input into the hiring process
- Ensure proper reporting to the parent committee
- Perform other duties as assigned

Training Center

- Ensure that TCA staff are receiving the OJT needed to successfully implement the Head Start requirements
- Assist with staff orientation and development of the orientation plan
- Assess staff performance at the training center before placement in centers
- Develop annual training plan and schedule of training activities for the year (for the TCA staff and the general childcare community)
- Oversee all training center activities
- Operate within the established budget and timeframes
- Collaborate with local and national trainers to customize trainings

REQUIRED SKILLS AND ABILITIES:

- Ability to learn and implement Head Start Performance Standards and state and local licensing and regulatory requirements
- Experience operating complex organizations with multiple regulatory requirements
- Familiarity with and comfort in working with databases
- Must be knowledgeable about community resources and supports within the community
- Ability to communicate and work with diverse families and professionals.
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Proven ability to function as a leader, as well as a team member.
- Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Experience working on Interdisciplinary Teams

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- Experience monitoring record keeping and reporting
- Good oral and written communication skills
- Must have reliable transportation and be willing and able to travel to partner sites.
- **Must have advanced knowledge of computer applications, word-processing software in a Windows environment and have the ability to learn and master other computer technology /software as needed.**
- Must create an outcomes focused, data driven environment with accompanying level of expectations towards outcome data.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

Bachelor's degree or equivalent in Early Childhood Education, Child Development, Day Care Administration or related degree. Three (3) years experience in managing a child development center and experience working with diverse staff and families. Experience in developing and providing job embedded training preferred.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and liability insurance required.