

JOB SPECIFICATIONS

JOB TITLE: Center Manager

REPORTS TO: Deputy Director for Program Services

SUPERVISES: Teachers, Caregivers, Assistant Teachers, Assistant Caregivers, Exceptional Student Assistants, School Readiness Coach, Family Advocates, Custodians I,II, Food Technicians, Center Aides

SALARY RANGE: \$34,320.00 - \$48,880.00 annually

SUMMARY OF JOB: The Center Manager is responsible for the day to day operations of the center. He/she is responsible for ensuring the center adheres to all HS performance standards and regulatory compliance, as well as, implementation of the training center responsive to the childcare community training needs.

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
- Responds to inquiries and requests
- Collaborate with community providers and represent the agency in community committees, meetings, etc.

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- 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

Training Center

- Ensure that staff are receiving the OJT needed to successfully implement the HS requirements
- Develop annual training plan and schedule for the center including training for TCA staff and the general community
- Oversee training center activities
- Operate within the established budget and timeframes
- Collaborate with local and national trainers to customize training for the center

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
- 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.

- Advanced knowledge of computer applications, word-processing software in a Windows environment and 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 in Early Childhood Education, Child Development, Day Care Administration or related degree and three years experience managing a child development center or supervising staff, and experience working with diverse staff and families or Associates Degree in Early Childhood Education and five years experience managing a child development center or supervising staff and experience working with diverse staff and families.

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.

