**Ohio Valley Opportunities**

**Job Description**

**Job Title:**  Head Start Center Director

**Department:** Head Start

**Reports To:** Education Coordinator

**FLSA Status:**  Class II Exempt

**Prepared By:** HR Manager

**Prepared Date:**  8/10/12

**Approved By:** HS Director

**Approved Date:**  08/23/2012

**Revised Date:** 03/13/2015

**SUMMARY**

Ensures quality operation of Head Start and/or other child care center, management of all center activities and supervises staff in activities designed to promote social, physical and intellectual growth needed for primary school by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintain necessary documentation to ensure program meets Head Start Performance Standards, Indiana Daycare Licensing requirements and Paths-to Quality rating as appropriate.

Cooperate with all coordinators to ensure program policies, goals and objectives are being met at the center level

Support family engagement activities as they relate to the children and families in the center

Encourage parents to become engaged with their child in the classroom and in the community; provide meaningful activities for parent volunteers to assist the children in the center and at home with social learning experiences

Support teaching staff to work closely with parents, informing them of their child’s progress, schedule parent/guardian conferences and home visits as required by federal performance standards

Act as a liaison between program staff, parents and the community

Oversee and participate in the development of an interesting and meaningful newsletter and parent correspondence

Oversee and participate in the planning of daily bus routes, making changes to routes as needed to ensure the most effective use of time and resources, while making sure the needs of families are met

Check center employee timesheets to ensure accuracy; sign and verify; submit time sheets to Administration office in a timely manner

Assist staff in developing goals, including School Readiness goals and designing activities to meet educational objectives, performance standards and child outcomes

Organize and schedule general maintenance and routine upkeep of the facilities

Arrange substitute teachers in the absence of staff members. Serve as a substitute as a last resort

Contact the Director or assigned Coordinator in the event of bad weather and implement related policies and procedures as needed

Communicate freely with Head Start Director, making Director aware of any potential problems, new developments in the center, etc

Maintain inventory and follow purchasing procedures of supplies and equipment, ensure that center operates in a safe and orderly fashion, that materials are adequate and developmentally appropriate and that all regulations are adhered to.

Oversee the maintenance of children’s records in the center which contain material regarding children’s progress (developmental assessment, anecdotal notes, observations, parent conferences, information, etc) and ensure confidentiality of information and records at all times

Support teaching staff in planning and arranging for special field trips and experiences, taking into consideration the cultural background of the families served and schedule resource persons who might visit the classroom and instruct the children on various topics

Monitor classroom activities utilizing C.L.A.S.S. assessments, and both structured and informal observations

Develop staff work schedules to assure appropriate child/staff rations and adherence to Indiana Labor Laws

Display a positive attitude and model appropriate behaviors for staff concerning classroom management, including using a calm, quiet voice for directing and redirecting children’s activities and ensure that positive and proactive discipline methods are used at all times, according to agency policy and state regulations

Participate in the development of individual staff development plans and provide on the job training to new staff, including helping to arrange specialized workshops required by supervisor grantee agency and/or funding sources

Attend and participate in regularly scheduled staff meetings

Ensure that center operates according to all OVO agency and Head Start program policies and procedures

**SUPERVISORY RESPONSIBILITES**

Directly supervises employees in the Center. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, orienting and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Must supervise staff directly on site for a minimum of 30 hours per week according to Indiana State Daycare Licensing regulations, and be accountable to the Indiana Department of Family and Social Services Administration.

**QUALIFICATIONS**

To perform this job successfully, and 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.

Must be able to pass ongoing physical exams for State Daycare Licensing

Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually

Must be 21 years or older

Must pass a State criminal history background check as required by State Daycare Licensing standards

**EDUCATION and/or EXPERIENCE**

Bachelor’s degree (B.A.) from a four year college or university with 15 current credit hours of Early Childhood Education or Associate’s Degree in Early Childhood Education, with a minimum of three years related experience

Supervisory experience preferred; proven ability to communicate effectively in a professional manner will be considered in lieu of experience

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must be able to obtain a Child Development Associate (CDA) Credential within 6 months of employment and maintain CDA throughout employment, (if no degree in Early Childhood Education or Development)

Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment.

Must have a valid driver’s license and current automobile insurance.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl and talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**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 with disabilities to perform the essential functions

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.

The physical location for this position is the Center location as assigned

Travel required to county Center locations as assigned, out of town travel to training and staff meetings

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Signature Date

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Supervisor Signature Date