

Center Manager
Job Description

Direct Supervisor: Director of Education

Location: Designated Head Start Center

Category: Exempt

Employment Status: 40 hours per week, 52 weeks per year

General Definition:

Under the supervision of the Director of Education, monitor the overall implementation and design of program activities at the center level by supervising teaching staff, ensuring curriculum implementation, working cooperatively with component area coordinators, adhering to Community Action Council policies and procedures, Maryland Child Care Administration regulations and Head Start Performance Standards, monitoring supply inventory, and providing support and guidance to Head Start parents, guardians, and volunteers with an emphasis on involvement and shared governance procedures.

Scope of Work

Teaching Staff Supervision

- Assists with the implementation a comprehensive educational program which supports developmentally appropriate practices.
- Implements a curriculum designed to respond to the cultural differences and learning styles of children and families.
- Completes formal and informal observations of teaching staff to ensure the implementation of developmentally appropriate practices, individual planning and instruction, and the adherence to the programs curriculum and educational timeline.
- Provides feedback and appropriate recommendations with a plan for implementation and review with teachers and assistant teachers based on observations and curriculum implementation.
- Provide guidance to teachers and assistant teachers to identify “best practices”.
- Participates in the implementation of the Education Service plan.
- Reviews lesson plans on a bi-weekly basis.
- Monitors the daily responsibilities and reports of teachers and assistant teachers.
- Monitor the completion of mandated home visits, screenings, assessments, and parent-teacher conferences.
- Schedule two observations in including the CLASS for each teacher and

- teacher assistant throughout the school year providing feed back and appropriate recommendations.
- Complete the performance appraisal of teaching staff at least once a year.
 - Conduct monthly/or more staff meetings to determine classroom needs and teacher concerns.
 - Coordinate classroom coverage through parent volunteers, community volunteers, and paid substitutes during staff absence.
 - Establish and maintain effective communication between teaching staff and component area coordinators.
 - Delegate assignments to appropriate staff relative to program policy and procedures and Head Start Performance Standards.
 - Provide all new employees with an orientation to the program.
 - Verification of staff timesheet and mileage reports.
 - Provide and/or coordinate and assist with all mandated Head Start staff trainings.
 - Ensure that all staff has meet the Maryland Child Care Administrations training requirements for Teacher qualifications and MSDE Certificate Levels.

Component Area Coordination

- Work collaboratively with component area coordinators to ensure that services are provided to children and families.
- Assist with the development of class lists for each program year.
- Provide assistance to teachers in the proper methods for completing the agencies selected screenings and assessment tools.
- Assist the Mental Health and Disability Service Coordinator with the implementation of the Individual Education Plan and the timely completion of referral documentation.
- Assists the Education Coordinator with the collection of the Work Sampling for Head Start Developmental Checklist.
- Through scheduled observations, identifies staff training needs and meets with Education Coordinator to create training plans.
- Monitors daily attendance and submits the completed Daily Absentee Reports to the Head Start Administrative Assistant.
- Review completed ADAs to determine that food service information has been accurately reported. Submit the ADA report on the last day of each month to the Health and Family Services Coordinator.
- Monitor and guide the teaching staff's ability to follow all established health and safety policies including but not limited to: Emergency Evacuation, Temporary Exclusions, Absenteeism, Food Policy, Medication, Blood Borne Pathogens, and Child Abuse and Neglect Reporting Procedures.
- Provide monthly center reports to the Director of Education and Policy Council.
- Approve and disseminate all field trip request information to the appropriate coordinators.
- Assist in the yearly updates of the written service area plans for all component areas.

- Meet with coordinators to monitor program accountability.
Policy and Procedure Implementation
- Prepare and submit all required information to the Maryland Child Care Administration to maintain current licensing status.
- Complete monthly fire drills and health and safety checklists.
- Submit maintenance requests to the Director of Education on an as need basis.
- Monitor the teaching staff's ability to follow all agency policies and procedures including but not limited to: Standard of Conduct, Grievance Procedures, and Leave Policies.
- Implement the agencies reprimand procedures when guidance and/or disciplinary actions are required.
- In accordance with Performance Standard 1304.51(i)(1) participate in the programs self-assessment by serving as a team leader.

Inventory Monitoring

- Provide the Head Start Administrative Assistant with requests for paper and health products in a timely manner.
- In conjunction with the classroom and office supply budget allocations; complete supply orders based on need and teacher request in accordance to the agencies established Purchase Order time line.

Parent and Volunteer Involvement

- Develops strategies with staff to include parents in the education of their children.
- Communicates with parents the center activities and upcoming events on a monthly basis.
- Supervises parent and community volunteer activities.
- Ensure the environment of acceptance that supports and respects cultural diversity, gender, ethnicity and family composition.
- Attend Center Committee meetings and assists Family Service Workers and elected officials in adhering to established by-laws and shared governance procedures.
- Attend Policy Council meetings.
- Provide an orientation for all program volunteers.
- Assist agency in developing community partnerships.
- Complete and submit monthly in-kind reports.

Perform other duties as assigned.

Education, Experience, and Knowledge

- Bachelors of Arts Degree in Early Childhood Education or a related field.
- A minimum of two years experience working with pre-school age children.
- All required education and experience to meet current Maryland Child Care Administration requirements for Senior Staff qualifications.
- Knowledge of Head Start Performance Standards.
- Knowledge of Maryland Child Care Administration regulations.
- Knowledge of selected screening and assessment tools.

Employee Signature, Date