



Job Description CENTER DIRECTOR (formerly Head Teacher)

Exempt: No

SALARY LEVEL: Refer to current salary chart

SUPERVISOR: Area Supervisor or Site Supervisor, as assigned **LOCATION:** Assigned Center

HOURS: 8 Hrs/Day, Monday through Friday, 10 or 11 Months/Year

Policy Council Approved Date: 7/28/16

Approved by: HR Manager

SUMMARY OF POSITION:

Under the direction of the Area or Site Supervisor, administer a Head Start center operation guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies and California State Community Care Licensing regulations. Supervises the following staff: Teacher II, Teacher I, Site Assistant, and if assigned: Language Resource Aide and Full Inclusion Assistant. Carry out supervisory responsibilities in accordance with the Agency's policies and applicable federal and state laws.

Center Director I: Teaches children 4 days/week. Coordinates work and supervises employees of a one classroom site with up to two sessions.

Center Director II: Teaches children 4 days/week. Coordinates work and supervises employees of a site with more than one classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES :

- Coordinates and monitors work of center staff, volunteers, consultants and parents.
- Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assists in the fulfillment of administrative requirements and functions as a link between the Head Start Administrative Team and the center.
- Adheres to Child Assessment/Observation System & Family Partnership System Timeline
- Ensures ongoing implementation and completion of Child Observation Assessment System.
- Encourages language development in children in primary and secondary language
- Has meaningful, respectful conversations with children throughout the day
- Ensures prompt and accurate completion of required paperwork related to center operation.
- In partnership with the Family Services staff, assists parents in conducting their business meetings and provides them information relevant to the Head Start Program.
- Work in partnership with service area managers and center staff to better assess the needs of the children and families to ensure quality services to children and families
- Ensures and participates in a minimum of 2 parent home visits and 2 conferences. The first home visit is done in partnership with the Family Outreach Worker
- Assists center staff in coordinating services for children and families
- Follows program supervision plans and insures that all classroom staff are in compliance with the same
- Provides on the job training and support, assessing skill level with employee and developing a plan for individual growth
- Teaches a Head Start class ensuring that a developmentally appropriate, integrated curriculum is in place
- Coordinates and cooperates with consultants and specialists with items relevant to the center and children, ensuring maximum use of services and resources
- Ensure confidentiality of client information and records
- Maintains warm, friendly and professional working relationships with children, parents and coworkers

- May include collaboration/coordination of program services with other community entities: i.e., school districts, those serving children with diagnosed disabilities, State Child Care programs
- Participates in necessary trainings, workshops and meetings, as scheduled
- Participates in the team building process within the program by using established communication channels in constructive and productive manner that enhances the team effort
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties, as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION, CERTIFICATES, AND/OR EXPERIENCE :

- A. BA or advanced degree in ECE or BA or advanced degree with 12 core units of ECE, and 3 units supervised field experience in ECE setting or CCTC approved training **OR**
- B. Teaching or Administration credential with 12 core units of ECE, plus, 3 units supervised field experience in ECE setting; or CCTC approved training **OR**
- C. AA (or 60 units) with 24 ECE/CD units (incl. core units) and the willingness to complete a BA

In addition to A, B, or C:

- Two years teaching experience in a pre-school classroom
- Current Pediatric First Aid, CPR and Health and Safety Course
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, and have a current (within one year) TB clearance and Health Screening Report.

KNOWLEDGE AND SKILLS:

- Minimum one year paid supervisory experience
- Working knowledge of the principles and practices of child development and adult learning styles
- Understanding of the principles of bilingual and multicultural education
- Intermediate personal computer skills with word processing and email experience
- Strong oral and written communication skills
- Bilingual, Spanish/English preferred
- Knowledge of culturally diverse groups and persons from low-income families
- Intermediate skills in reading, analyzing, and interpreting procedures and governmental regulations
- Intermediate ability to write reports and correspondence. Intermediate ability to effectively present information and respond to questions from groups of parents, children and staff
- Intermediate ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Intermediate ability to solve practical problems and deal with a variety of situations with good judgment
- Intermediate ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule for.

PERSONAL CHARACTERISTICS:

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision.
- A sincere interest in the development of all children and in building partnerships with families.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 10% of the time, to meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 25% of the time writing and/or keyboarding.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions a minimum of 45 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____