**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START CENTER DIRECTOR**

**Position Title:** Head Start Center Director

**FLSA Status:** Non-Exempt

**Work Schedule:** Monday through Friday 7:30 a.m. – 3:30 p.m.

**Job Status:** Full Time

**Supervised by:** Education Manager

# POSITION SUMMARY

 Under the general supervision of the Education Manager, the Center Director follows standards and regulations of the Head Start Performance Standards and other U S Department of Health and Human Services regulations, the NC Child Day Care

Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc. The Center Director oversees the daily operations of a child/infant toddler center. Provide direction, guidance and support to teachers assigned to site. Monitor child attendance.

# ESSENTIAL FUNCTIONS

* Adheres to agency Policies and Procedures, Head Start Performance Standards, North Carolina Child Care License requirements, Sanitation and Building regulations and additional measures of quality as noted by the program.
* Participates with a positive attitude in all program activities and promotes cooperative relationships with parents while in the center. Attends parent meetings, staff meetings, pre-service and in-service functions.
* Responsible for the daily operation of a Head Start Child Development Center.
* Responsible for the supervision of the assigned center staff and implementation of the education program developed by the Education Coordinator.
* Completes the 30-60-90 day Probationary Period evaluations for new staff. Conducts mid-year and year-end staff evaluations.
* Provide guidance, modeling and support to assigned staff. Direct, instruct, and train staff; provide input for evaluation of assigned staff.
* Ensures that all staff files are up-to-date with required documentation for NCDCD (current physical, TB Test, application, emergency information, training record and orientation documentation.
* Ensures that adequate staff has CPR and First Aid Training.
* Ensures that the Confidentiality Policy is upheld.
* Assure that all screenings occur in a timely manner; that findings are recorded; Individual Learning Plans are developed and implemented; that ongoing observation is utilized to update each child’s individual plan on a regular basis. Assist teachers to develop and implement written lesson plans that address the whole child; integrate all services areas into the curriculum/are individualized; and address Head Start Outcomes.
* Ensures child/staff ration is met by use of floaters and substitutes when needed.
* Monitor and supervise all activities within the center to assure a safe, healthy and attractive environment; and that needed maintenance and repairs are made.
* Work closely with the Family Support Services Coordinators in the implementation of selection and enrollment policies and procedures. Answer questions regarding enrollment and assist families who come to the center to complete enrollment applications.
* Take necessary steps to assure full enrollment. Assure that teachers take roll call in each class, make appropriate contact with parents when absences occur, and that absence slops are prepared and retained. Work wit teachers to refer irregular attendance issues to Health or Family Services Worker, as appropriate. Follow up on referrals to resolution. Participate in the development of attendance improvement plans.
* Checks and corrects time sheets before timely submission to the Education Manager.
* Prepare and submit requisitions for supplies and materials; maintain an inventory of center equipment; forecast needs for supplies, materials, equipment, repairs and other potential expenditures.
* Prepare and maintain accurate records, including student records, staff records, in-kind contributions, and all others as required, using proper spelling and accurate calculations. Assure educators prepare and maintain accurate and up-to-date records. Analyze data for evaluating, planning, and improvement of services. Assure records are maintained in accordance with Head Start confidentiality policies and procedures. Prepare and submit reports in a timely manner.
* Work closely with all Head Start Coordinators to fulfill the needs of parents and children according to the Head Start Performance Standards.
* Schedule and facilitate monthly center staff meetings. Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.
* Completes and documents monthly playground inspection.
* Supervises playground staff/child interaction.
* Arranges and monitors a system to assign bus monitors.
* Carry out authorized emergency and safety procedures and administer first aid.
* Ensures that evacuation plans are posted in each classroom/hall and visible to children.
* Ensures tat all center equipment is maintained in good working order.
* Reports all building repairs to Facility/Transportation Manager and follows up to ensure repairs are completed.
* Perform other job related tasks as required.

# POSITION QUALIFICATIONS

* BS/BA in Early Childhood Education, Child Development or related field.
* Level 3 Administration.
* Minimum of 2 years supervisory experience in child care field and/or related experience working with infants and/or toddlers.
* Lifting children weighing up to forty (40) pounds.
* Bending at the waist, kneeling or crouching to maintain direct eye contact with children.

**PHYSICAL DEMANDS**

* X Walking X Sitting X Pushing X Climbing
* X Stooping X Standing X Kneeling X Crouching
* X Lifting (40lbs.)

# LICENSES and other REQUIREMENTS

* Valid North Carolina Driver’s License.
* Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.
* Infant /Child CPR 1st Aid certification *and* SIDS certification or obtain w/in 90 days of employment.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_