



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

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Cynthia W. Burton
Executive Director

April 19, 2022

JOB ANNOUNCEMENT

Title: Center Manager

Location: Greene Head Start Center

Employment Classification: Regular, Full-Time, Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Grade Level 7 position on the CSP Head Start Pay Scale with a pay range of \$15.24 - \$22.20 per hour. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline extended to: Tuesday, May 3, 2022, at 6:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

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| <u>Job Title:</u> | Center Manager |
| <u>Division/Department:</u> | Head Start/Early Head Start |
| <u>Reporting Relationship:</u> | Head Start Director |
| <u>Exemption Status:</u> | Regular Full-Time, Non-Exempt, Non-Safety-Sensitive |
| <u>Work Schedule:</u> | 7:30 a.m-3:30 p.m. |
| <u>Grade/Salary:</u> | Head Start Paygrade 7; Pay Range \$15.24 - \$22.20 per hour |

Summary of Duties and Responsibilities

The Center Manager is responsible to the Head Start Director for implementation of an Early Child Development Pre-School Education Program. The position is responsible for the day-to-day operations of the center. The position is guided by Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) and State and Agency directives and regulations. The Center Manager supervises all center staff personnel and is responsible for recruiting parents and community volunteers.

Other responsibilities include providing coordinated training with the Disabilities Coordinator for all teaching staff, monitoring center activities, and ensuring that the education component complies with all provisions of the Head Start Revised Performance Standards and ensuring that all provisions of the Minimum Standards for Day Care and Night Time Centers are met.

Essential Duties and Responsibilities: *(other duties may be assigned by the supervisor)*

- Monitor all educational activities to ensure that the Head Start Performance Standards' guidelines are being followed.
- Oversee the completion of all developmental screenings.
- Oversee the completion of the required home visits and the required parent-teacher conferences.
- Observe the teaching staff and provide feedback.
- Plan developmentally appropriate field trips and assist teachers with preparations for field trips.
- Manage and monitor the implementation of the quarterly on-going assessments.
- Assure that data entry is timely and accurately completed into all program software systems.
- Assure that all student files are current and accurate.
- Schedule and attend teacher, staff, and IEP meetings.

- Supervise all center staff ensuring that program processes and standards are met and maintained.
- Communicate with parents regarding Center operations, including transportation.
- Monitor transportation operations to assure compliance with adult/child ratios requirements of Federal Head Start and DHR Minimum Standards.
- Arrange and/or document completion of annual First Aid/CPR training and certification.
- Collect, maintain and report program-required transportation records.
- Coordinate and report post-accident compliance activities.
- Assure that bus safety equipment is maintained.
- Assist teachers with the development and implementation of instructional programming and individualized education plans (IEPs).
- Provide training to teachers.
- Conduct performance evaluations on all center staff, including professional development plans.
- Manage purchases and compliance with purchasing guidelines for the agency.
- Develop substitute rosters for teachers, bus monitors, bus drivers and food service staff.
- Follow orally communicated directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.

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

Education and Experience:

- Possession of a Baccalaureate or advanced degree in Early Childhood Education or possession of a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children.
- Classroom teaching experience working with disadvantaged children in a day care or pre-school program. Prefer a minimum of three years of supervisory experience.
- Solid working knowledge of productivity software is required.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.
- Ability to obtain CLASS certification within six months of employment.

Language Skills:

- Ability to develop and conduct comprehensive in-service training workshops.
- Ability to communicate to diverse populations.
- Ability to communicate orally and in writing.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Ability to meet deadlines.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

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 to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Rev. 06/09

Rev. 07/2013

Reviewed by Board of Directors 12.03.2015

REV. 05.02.2016

Reviewed by Board of Directors 07.21.2016

Reviewed by Board of Directors 01.19.2017

Reviewed by Board of Directors 03.15.2018

REV. 12.04.2018

Reviewed by Board of Directors 01.17.2019

Reviewed by Board of Directors 03.19.2020

Reviewed by Board of Directors 03.18.2021