JOB ANNOUNCEMENT

**Title:** Assistant Center Manager

**Location:** Hargrove Head Start, Tuscaloosa County

**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 7a position on the CSP Head Start Pay Scale. The pay range will begin at $13.41 per hour. Current employees may apply by submitting a letter of interest along with and 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 to apply:** Thursday, July 6, 2017 at 5:00 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.
Job Title: Assistant Center Manager

Division/Department: Head Start

Reporting Relationship: Head Start Center Manager

Exemption Status: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

Work Schedule: 7:30 a.m-3:30 p.m.

Grade/Salary: Head Start Pay Grade 7a: Pay Range begins at $13.41 per hour

Summary of Duties and Responsibilities

The Assistant Center Manager, Head Start is responsible to the Center Manager of the assigned center for the day-to-day operations of the Head Start Center and for assuring that the education program complies with the Head Start Performance Standards. This position must work in collaboration with the Head Start Center Manager and Head Start Education Coordinator to assure compliance with all standards, directives and regulations regarding an Early Childhood Education Program. The position is guided by Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), DHR licensing standards and State directives and regulations.

Other responsibilities include coordinating duties among all center staff personnel, recruiting applicants, and assisting with activities relating to the enrollment and health of the child. The position is responsible for encouraging and recruiting parents and community volunteers.

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

- Schedule and monitor to assure proper student/teacher ratios.
- Monitor all educational activities to ensure that the Head Start Performance Standards’ guidelines are being followed.
- Recruit applicants and assist with enrollment of eligible children.
- Oversee the completion of all educational and behavioral developmental screenings.
- Assist with facilitation of sensory screenings under the oversight of the Disabilities Coordinator.
- Monitor the completion of the required home visits and the required parent-teacher conferences.
- Monitor the implementation of the quarterly on-going assessments.
- Monitor data entry of the students’ on-going assessments.
- Assure that required data entry is performed by Center staff.
➢ Assure that documentation and anecdotal record keeping is performed accurately and timely.
➢ Attend teacher, staff, and IFSP meetings as necessary.
➢ Review lesson plans and deliver feedback.
➢ Maintain a confidential record-keeping system.
➢ Monitor enrollee attendance.
➢ Review and compile data to identify special needs/concerns.
➢ Assure, in collaboration with Family Services Associates, that immunization status of children is identified and reported immunization status of children.
➢ Accurately prepare and timely submit required reports.
➢ Set up center committees and attend center committee meetings.
➢ Distribute memos, menus, and other materials to parents.
➢ Compile newsletter and distribute to parents.
➢ Make referrals to Early Head Start coordinator and Family Service Associates as needed.
➢ Maintain inventory and request needed supplies.
➢ Collect reports, invoices, records, etc., required by the Agency and submit to the appropriate person(s).
➢ Report suspected cases of abuse/neglect according to documented procedures.
➢ Provide training for parents and staff based on needs assessment and interest questionnaire.
➢ Maintain documentation of training.
➢ Act as Center Manager in the absence of the Center Manager.
➢ Follow orally communicated and written 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 Bachelor or advanced degree in Early Childhood Education, Human Development and Family Studies, Child Development, or a related field is required OR possession of a Bachelor degree with academic work equivalent to a major in Early Childhood Education and experience teaching young children.
➢ Prefer three years Early Childhood Education experience.
➢ Solid working knowledge of productivity software.
➢ Experience in working with disadvantaged children in a day care or pre-school program is required.

Certificates, Licenses, Registrations:
➢ Valid Alabama driver’s license with liability insurance.
➢ Serviceable automobile.
➢ Ability to obtain CLASS reliability within three months of hire.

**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.
➢ 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.

10.08.2014
REV 08.31.15
Reviewed by Board of Directors 12.03.2015
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