

Hutchinson Public Schools Job Description

Job Title: Site Manager
Department: Head Start/Early Head Start/Early Learning/Lil' Hawks
Reports To: Director of Early Learning
FLSA Status: Non-exempt
Prepared By: Director of Early Learning, May 2025
Approved By: Superintendent, May 2025

SUMMARY

Directs activities at the assigned Lil' Hawks site, to provide instruction and care for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following: Other duties may be assigned.

- Supervises of the daily operation of the assigned site.
- Responsible for facility cleanliness, sanitation, safety, and the reporting of facility maintenance requirements.
- Reviews and evaluates facility activities to ensure compliance to state, local and federal regulations.
- Supervises all staff assigned.
- Schedules all staff and children to ensure that the child to teacher ratio is correct for each room and the facility as a whole.
- Confers with teaching staff regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Communicates job performance expectations clearly and holds staff accountable for meeting program expectations.
- Maintains a system of communication with staff.
- Collaborates with program leadership and specialists to identify and respond to staff, child, and family needs, ensuring coordinated support that promotes high-quality education, comprehensive services, and positive program outcomes.
- Collaborates with health and family services staff to ensure all required medical documentation for children is on file, including physicals, dental exams, and meal modifications, while actively supporting efforts to maintain regular child attendance.
- Collaborates with building staff and Education Manager to recommend purchases for instructional materials and classroom manipulatives.
- Ensures that Head Start Performance Standards, program policy and procedures are followed.
- Plans site-level training for staff; Collaborates with the management team to train all staff on district, state, local and federal regulations, ensuring required hours and training topic areas are covered. (Head Start Performance Standards, KDHE, District policy and procedures, Fire Marshal)
- Cooperates with other program managers to coordinate efforts in delivery of program services.
- Develops and maintains positive relations with staff and families.
- Confers with parents regarding facility activities, policies, procedures, and handles parent concerns.
- Completes reports to the Director of Early Learning ensuring all areas are being monitored.
- Collects and aggregates data for PIR, Policy Council, and other purposes as needed.
- Participates in the conduct and analysis of the Community Assessment, Self-Assessment, Program Goals, and other program improvement activities to support growth, quality and compliance with all regulatory requirements.
- Responsible for facility cleanliness, sanitation, safety and reporting of facility maintenance requirements.
- Responsible for employee's time submissions, tru time, attendance and monitoring use of benefit time.
- Ensures all invoices, financial reports, and received payments are submitted to the appropriate office (district business office or program secretary) for processing according to established guidelines.
- Ensures communication between the site and district departments (e.g., business office, nutrition services, support services) follows established protocols and practices.

SUPERVISORY RESPONSIBILITIES

Directly supervises education staff and family services staff assigned to the site. Carries out supervisory responsibilities in accordance with the organization's and USD 308 policies and applicable laws. Responsibilities include interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in concert with the management team and the Director of Early Learning.

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/or EXPERIENCE

A Bachelor's degree is required and must meet director licensure requirements as developed by KDHE. Bachelor's degree in Child Development, Early Childhood Education and previous teaching experience in an early childhood education program or licensed child care center preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be eligible for director level licensing by KDHE.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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 with disabilities to perform the essential functions.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: _____ Date: _____

Printed Name: _____