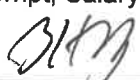




## JOB DESCRIPTION

<b>POSITION TITLE</b>	Center Manager	<b>DEPARTMENT</b>	Head Start
<b>JOB CODE</b>	2525	<b>REPORTS TO</b>	Area Manager
<b>SALARY GRADE</b>	51	<b>FLSA STATUS</b>	Exempt, Salary
<b>REVISION DATE</b>	11/19/2021	<b>APPROVED BY</b>	

### **THE WACOG DIFFERENCE**

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG is the Head Start Grantee for Mohave, La Paz and Yuma Counties. Our programs focus on school readiness for all children and families. As a leader in quality early childhood programs in the area, WACOG is a champion of developmentally appropriate practices.

### **SUMMARY STATEMENT**

Under general direction, ensure Head Start goals, objectives, activities are implemented at the Center level in accordance with Federal Head Start Performance Standards and established WACOG policies, procedures, and guidelines. This position is responsible for the daily center operations, to include safety, compliance, and record retention by ensuring the mission and philosophy of WACOG Head Start is clearly defined, understood, and integrated into the daily activities of staff, children, and families. Center Managers will provide direct supervision of center staff including Family Development Advocates (FDAs).

Center Managers with no assigned FDAs shall perform the role of FDA according to that separate job description.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- 1) Oversee center staff to ensure classroom operations are safe, compliant, and promote a safe, nurturing, stimulating, and enjoyable as well as positive behavior management techniques and constant ("Active") supervision are being maintained during all activities including instructional, playground, combined staff and child meal times, hand washing, and teeth brushing; evaluate/analyze issues, recommend and implement solutions.
- 2) Implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development, Offer activities that support parent-child relationships and child development including language, dual language, literacy, and bi-literacy development as appropriate.
- 3) Support, supervise and coordinate center staff; implement performance measures and standards, monitor, and evaluate staff performance supported by Head Start Standards and WACOG policies and procedures; address and document ongoing job performance in a timely and professional manner.
- 4) Mentor and lead staff to promote a professional, collaborative, learning, and informative environment.
- 5) Review, ensure accuracy, and approve timesheets; manage leave requests in a timely manner to maintain required staffing levels while working with the Area Manager.
- 6) Work with Head Start Administration to ensure that all programs, services, files, data tracking, and reporting systems are implemented, completed timely, and maintained in accordance with Head Start Performance Standards and Arizona State Licensing to maintain compliance with relevant federal, state, and local laws as well as WACOG policies and procedures.
- 7) Lead, facilitate, or attend meetings, work groups, and trainings regularly or as needed; take responsibility for ensuring an adequate flow of information in all directions so that families, staff, and management are well informed; promote Head Start's mission and active parent engagement in the classroom/center.
- 8) Complete accurate data entry, monitoring, and review in client-related software programs including MTS and ChildPlus, train others as necessary; enter, schedule and submit data as appropriate.
- 9) Ensure implementation of high quality and engaging instructional programs that align with Head Start Framework and the school readiness plan.  
Oversee any site visits and audits; ensure files are complete and current at all times.
- 10) Abide by and ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.

- 11) Ensure center staff meet deadlines as established with Content Area Specialists.
- 12) Work with FDAs in the recruitment and enrollment of children eligible for the Head Start program, including foster children, homeless children, and children with disabilities, within communities served by the program. This shall include driving to canvas neighborhoods, accepting and reviewing applications, collecting and entering documentation, and interviewing.
- 13) Oversee applications, enrollment, goals, and attendance of Head Start/Early Head Start children; maintain compliance with all health and developmental screening requirements; take responsibility for all aspects of compliance.
- 14) Implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development: offer activities that support parent-child relationships and child development including language, dual language, literacy, and bi-literacy development as appropriate.
- 15) Consistently increase knowledge and understanding of the teaching role to provide a higher level of support.
- 16) Facilitate, coordinate speakers, and/or lead parent classes that promotes Head Start's mission while promoting active parent engagement in the classroom/center.
- 17) Provide all services as required by the Head Start Program Performance Standards and Management Team of the Head Start Department.
- 18) Prepare and maintain accurate and timely records while maintaining the confidentiality of child, family and program information.
- 19) Understand and adhere to all WACOG and applicable external regulations, policies and procedures, and safety Standards to include Head Start Performance Standards, Arizona Child Care Licensing, CACFP, and all Mandated Reporters requirements regarding suspected child abuse and/or neglect.
- 20) Perform the role of FDA or other center staff as needed.
- 21) Remain prepared and organized with necessary forms and documentation for this position.
- 22) Order and/or request supplies in a timely matter.
- 23) Make sure that the Parent, Health, and Staff boards are up to date and visible.
- 24) Develop professionally by taking educational training or workshops as required.
- 25) Travel within WACOG service area, including overnight stays as needed; additional travel may be required.
- 26) Maintain reliable and predictable attendance; work outside of standard business hours as needed.
- 27) Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
- 28) Perform other duties as necessary to carry out the administrative/ programmatic goals and objectives of WACOG and/or department.

**KNOWLEDGE/SKILLS/ABILITIES (KSAs)** The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Demonstrated competency to provide effective and nurturing teacher-child interactions, plan, and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to plan and implement learning experiences that advance the intellectual and physical development of children
- Skill in improving the readiness of children for school by developing their literacy, phonemic, and print awareness
- Skill in improving children's understanding and use of language
- Skill in improving children's understanding and use of increasingly complex and varied vocabulary
- Skill in improving children's appreciation of books and their understanding of early math and early science
- Skill in improving children's problem-solving abilities, and their approach to learning
- Ability to establish and maintain a safe and healthy learning environment
- Ability to support the social and emotional development of children
- Knowledge to encourage the involvement of the families of the children and support the development of relationships between children and their families
- Ability to interpret a wide variety of technical instructions
- Knowledge to provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.

- Working knowledge of Head Start Program Performance Standards and Arizona State Licensing requirements
- Ability to write technical reports that address measures of compliance and quality
- Ability to perform accurate and timely data entry
- Skill in navigating a variety of software programs
- Ability to verbally communicate, instruct, read, and write in the English language
- Skill of modeling positive behavior and maintaining unbiased and fair leadership traits
- Ability to form and maintain professional and productive relationships

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

Must be willing and able to obtain a credential or certification in social work, human services, family services, counseling, or a related field within 18 months of hire.

Associate's Degree and two years supervisory experience, or

Combination of education and experience that meets the core competencies of the program position

**Per Arizona Licensing Requirements (R9-5-401), currently:**

21 years of age, and

#### **OPTION ONE:**

24 months of child care experience, High school diploma or high school equivalency diploma, and six credit hours of early childhood, child development, or a closely-related field from an accredited college or university, or at least 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field, and an additional 12 hours of instruction, provided in conferences, seminars, lectures, or workshops in the area of program administration, planning, development, or management.

#### **OPTION TWO:**

18 months of child care experience, and NAC/CDA/or CCP credential or at least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field.

#### **OPTION THREE:**

6 months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field

#### **OPTION FOUR:**

3 months of child care experience and a bachelor degree from an accredited college or university in early childhood, child development, or a closely-related field.

### **PREFERRED EDUCATION AND EXPERIENCE**

Master's degree in child development or early childhood education

Five years experience working in early childhood education and with federal grants.

### **OTHER REQUIREMENTS**

Minimum 21 years of age

Valid Arizona Driver License, MVR Report of Acceptable Driving Record, and Proof of Vehicle Liability Insurance

Current Health Physical and TB clearance

CPR and 1<sup>st</sup> Aid Certification

Arizona Food Handler's Certificate

Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check

Comfortable working in a fast-paced, high-energy environment

(Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

### **WORK ENVIRONMENT**

The work environments are representative of those an employee encounters while performing the essential duties and responsibilities of this job.

-Required to make frequent trips off-site by motor vehicle within the WACOG service area.

-May work with the public in home, office, or center environments that may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

**PHYSICAL DEMANDS**

The physical demands are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

- Frequent sitting, standing, and walking.
- Manual dexterity sufficient to handle/feel/reach with hands and arms to operate standard office equipment.
- Vision ability to include close vision, distance vision, and ability to adjust focus.
- Hearing ability to respond to emergency or operational needs.
- May require lifting or moving objects typical of an office environment.

**DISCLOSURES AND ACKNOWLEDGEMENTS**

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

WACOG provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetics. In addition to federal law requirements, WACOG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, appointment transition including promotion, training, termination, layoff, reinstatement, leaves of absence, compensation, and benefits.

WACOG expressly prohibits any form of workplace harassment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetics, or veteran status. Improper interference with the ability of WACOG's employees to perform their job duties may result in discipline up to and including discharge.

I acknowledge that I have read and understand my assigned job description, and I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodation. I understand that the job description does not constitute an employment agreement and is subject to change at any time by the employer. I also understand that employment with WACOG is terminable at will, either by me or by WACOG, and, all positions at WACOG are grant funded and subject to termination if funding is withdrawn or decreased.

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

Employee Printed Name: \_\_\_\_\_