



## Montgomery Community Action Committee & CDC. Inc. Job Description

**Job Title:** Center Manager  
**Department:** Head Start  
**Reports to:** Education Manager  
**FLSA Status:** Exempt Status  
**Salary Range:** \$42,432.00 – \$49,920.00

### **Supervisory Controls:**

The Center Manager is responsible to the Education Manager for implementation of the Head Start and Early Head Start Programs. The position is responsible for the day-to-day operations of the center. The position is guided by the most current version of the Head Start Performance Standards and The Alabama Department of Human Resources (DHR). The Center Manager supervises all center staff personnel and is responsible for recruiting parents and community volunteers.

### **Responsibilities:**

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 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 service delivery meetings.
- Supervise all center staff ensuring that program processes and standards are met and maintained.

- Communicate with parents regarding Center operations, including transportation.
- Arrange and/or document completion of annual First Aid/CPR training and certification.
- Collect, maintain and report program-required records.
- Coordinate and report post-accident compliance activities.
- 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 and Assistant Teachers.
- 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:**

- Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver's License with Clearance from agency insurance provider and reliable transportation.
- 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.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Ability to meet deadlines.

## **PHYSICAL JOB REQUIREMENTS**

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

## **REQUIREMENTS**

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver's License with Clearance from agency insurance provider and reliable transportation.

**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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

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.

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date