


JOB DESCRIPTION
Center Director

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| 1. Little Dixie C.A.A | 2. Program: EHS/EHS-CC |
| 3. Reports To: Team Leader | 4. Title: Center Director |
| 5. Grade: 5 | 6. Date: December 2019 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Center Director will be required to maintain a quality Early Head Start/Early Head Start-CC center for all children, their families and all staff on a day-to-day basis. The Center Director is responsible for the operation and overall administration and management of the center in accordance with current local, state and federal licensing regulations, USDA guidelines and agency policies and procedures. The Center Director supervises assigned center staff to ensure that all regulations are followed. The Center Director is also responsible for the supervision of staff, facility, equipment and supplies. This is a safety sensitive position.

ON THE JOB SKILL REQUIREMENTS:

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

DUTIES AND RESPONSIBILITIES:

1. Adhere to NAEYC standards.
2. Perform activities that ensure the health, safety and progress of each child. Maintain accurate health records on each child. Ensure well-child exams and other health checks are completed in a timely manner.
3. Supervise staff to ensure that they: implement the EHS curriculum and Early Head Start Performance Standards for Early Head Start and Early Head Start-CC classrooms; prepare daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and,

- include multicultural educational materials and activities, family-style meals and other elements, as appropriate; document volunteer activities, and parent communication regarding children's functions and activities.
4. Schedule staff to maintain an efficient number of staff to meet the center's needs. Notify appropriate personnel when a substitute is needed in the classroom. Substitute in classroom when necessary.
 5. Complete annual performance appraisals for the teachers/caregivers and aide. Conduct monthly staff meetings.
 6. Maintain compliance with codes of all local and state governing agencies, local and state fire and health departments, DHS licensing requirements. Ensure the completion and submission of all required reports, forms and invoices.
 7. Write monthly newsletter.
 8. Demonstrate verbally and by role modeling a sound knowledge of good teaching practices and of child growth and development.
 9. Assure diaper changing and toilet training functions in the classroom are done in a safe, sanitary and developmentally appropriate manner.
 10. Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with children at all times during the day.
 11. Acquire and maintain certification to administer developmental tests.
 12. Provide information to parents regarding their children as well as general child development information.
 13. Manage classroom operations, providing training and technical assistance to Teachers, Caregivers, Caregiver Aides, parents and volunteers as needed; maintain a clean, safe learning environment at all times.
 14. Ensure meals and snacks are given to children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily. Begin family style dining with toddlers when they are ready and implement according to program policy and procedures, and EHS Performance Standards.
 15. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership; maintain ongoing professional and appropriate communication with parents through a variety of methods and send activities home that parents can do with their children to support the curriculum and the child's learning; encourage parents to become involved in workshops, training and other Head Start activities.
 16. Maintain accurate attendance records, in-kind reports and other record keeping and reports, as required. Participate in program training and lead monthly staff meetings.

17. Smoking will not be allowed on Head Start property. Additionally, no vulgar language is allowed. Cell phone use will be limited to emergency use only.
18. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.
19. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.
20. Represent the center in the community and act as a liaison with other agencies. Recruit on behalf of Early Head Start and Early Head Start-CC by following Recruitment procedures. Post flyers, signs, and HS/EHS/EHS-CC Applications in community.
21. Maintain current and accurate staff records (including all licensing required components). Provide support to staff and maintain employee confidentiality. Ensure confidentiality of family records and information.
22. Complete family orientation information and provide families with information and assistance with community resources.
23. Ensure all employee injuries are reported to the appropriate personnel.
24. Report to work at scheduled times and maintain good attendance; perform all duties in a timely and professional manner; participate with a positive attitude and behavior in all program activities; maintain a professional relationship with coworkers, children and their families.
25. Continue professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other training, meeting or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.
26. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of HS/EHS/EHS-CC and Little Dixie Community Action Agency, Inc.
27. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Center Director reports directly to the Team Leader. The Early Head Start Center Director supervises the EHS Teachers, EHS Caregivers, EHS/EHS-CC Caregiver Aide, and EHS/EHS-CC Cook.

EDUCATIONAL QUALIFICATIONS

1. Must be meet eligibility requirements for OKDHS Center Director Credential.

2. Center Director qualifications can be demonstrated in 3 ways. Ideally, Center Directors can have a minimum of a higher education degree (bachelor's degree or associate degree) with a major in early childhood education, child development, elementary education, or early childhood special education. Alternatively, Center Directors with a higher education degree for a different major must show they have earned at least 36 college credits in early childhood education, child development, elementary education, and/or early childhood special education. A third way is to show a state public school certification to practice as a teacher for children age birth to 8 years. Given the variation in degree quality and the benefits of articulation, degrees and college credits from accredited higher education institutions and programs are encouraged.
3. Management experience in day care center operations desirable.

In lieu of education requirements, experience may be considered.

ADDITIONAL REQUIREMENTS:

1. Obtain and maintain first aid and infant/toddler CPR certification within 90 days of hire.
2. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.
3. Must provide documentation of physical health examination; obtain an annual health exam, and TB screening.
4. Must provide own vehicle and valid Driver's License
5. Computer and general working knowledge of office equipment required.
6. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk, talk; hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)