



Center Manager/Teacher
Date: July 19, 2018

Reports to: Education Manager
Classification: Full-time

Department: Head Start
Status: Non-Exempt

Position Summary:

This position is a nine to ten month position. This position provides direct oversight, monitoring, and supervision to the Assistant Teachers, Program Aids and Nutrition Providers. Work involves program planning and design; coordinating staff and program development for maximum service delivery effectiveness and continuous improvement; providing technical assistance and appropriate training to Head Start staff. This position is responsible for the daily leadership; supervision; training; monitoring and positive modeling of best practices for center staff and volunteers while maintaining and supporting the Head Start Program Performance Standards and all state child care guidelines at your site. This position is responsible for the day to day operations of the center; teaching in a classroom of 17 children ages 3-5 years-old; responsible for delegation of duties; will conduct regular staff meetings and schedule work hours for all staff. This position is directly responsible for maintaining adult: child ratio in the classroom. This position maintains classrooms are an organized series of experiences providing quality and developmentally appropriate services designed to meet the needs of all participating children and families. Work is performed under the supervision of the Education Manager, and reviewed through regular supervision, reports, and program achievements.

Essential Functions:

- Participate in routine systematic planning to develop component goals/objectives based on program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment. This is designed to continually improve the program services.
- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements.
- Report any suspected child/adult abuse or neglect to appropriate authority.
- Ongoing and professional communication and coordination with co-workers, management staff, customers/families and communities.
- Understand and support the NEK-CAP, Inc. governance, as it applies in relation to Policy Council and the Multi-County Board of Directors. Assist with recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Work closely with other managers, staff and community agencies as needed to ensure coordination of services needed for individual children and families.
- Respect and support cultural differences and diverse family structures.
- Attend, participate and provide leadership in trainings, conferences, staff meetings, web based go-to-meetings, reflective supervision, coaching and in-service days.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Provide direct supervision, and oversight of all classroom and nutrition staff at your site schedule and meet with staff on a regular basis, providing supervision and monitoring.

- Document all supervision and monitoring- with forms and/or by spreadsheet.
- Complete performance evaluations for teachers, assistant teachers, program aids, nutrition program aids (if applicable) and nutrition providers at your site, maintaining input from the Education Manager before presenting the evaluation to each employee.
- Complete and discuss Professional Improvement Plans (PIP) with applicable staff- develop plans for improvement and establish professional goals with the support from your Education Manager
- Responsible for, and in conjunction with the other Managers, providing new staff, orientation to your site and assist them in receiving the appropriate training needed for that position and document any training provided.
- Responsible for active supervision happening during the times the children are present in the classroom, playground, on field trips and family engagement activities and ensure all staff understand active supervision.
- Responsible for working closely with the Education Manager and Human Resources regarding personnel issues, open job positions, and other concerns that may arise.
- Responsible to complete and submit all required documentation and data entry, according to set time frames and expectations
- Responsible to assure the mental health observations from the mental health agencies are happening and appropriate paperwork for this is completed and entered into program database – CAP 60.
- Responsible to plan work schedules for all classroom and nutrition provider staff at your site, monitoring and approving their work and leave hours.
- Responsible for reviewing and approving timesheets of classroom staff and nutrition staff and approval/denial of leave requests.
- Responsible for scanning staff sign in sheets to Education Manager at the end of each pay period
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Work in conjunction with the Education Manager, Education Coordinator in assisting the teaching staff to set up a developmentally appropriate classroom environment based on Head Start Program Performance Standards-and evaluate it using *The Creative Curriculum for Preschool Fidelity Tool*.
- This position in coordination with the Transportation Coordinator will ensure pedestrian safety training has been presented to parents and children.
- Responsible for developing and utilizing lesson plans, individualization on lesson plans, observations and using the curriculum to fidelity.
- Monitor child observations entered by other teaching staff; lesson plans developed by other teaching staff and curriculum use by other teaching staff; and using the curriculum to fidelity as needed and offer feedback.
- Responsible for making sure your site is providing transition strategies and practices to support successful transitions for the children and families transitioning into Head Start and transitioning from Head Start.
- Responsible for planning field trips utilizing the Field Trip Planning Form.
- Responsible for reviewing all children’s orientation paperwork including health assessments and immunizations records prior to them entering the center.
- Responsible for monitoring staff’s completion of 15 hours of training annually, including 15 hours of Early Childhood training for all classroom staff.
- Responsible for completing maintenance & computer requests as needed.

- Work with all staff to meet the non-federal share (in-kind), helping to generate and document in-kind contributions, assisting with planning individualized homework.
- Responsible to assure filing, scanning, tracking and documentation for your center are up to date.
- Responsible to maintain completion of data entry into the program database - CAP60 and child assessment database - Work Sampling; run reports; analyze and submit data/reports as needed/requested.
- Responsible for planning bus routes along with the Family Development Advocate and working with input from the assistant teacher, program aid and Transportation Coordinator, if necessary.
- Responsible to assure monthly newsletters are developed, along with menus, are sent home to the families.
- Responsible to assure monthly reports are prepared for Policy Council (PC) and emailed to the Family and Community Resource Manager so the local PC representatives can share at the meeting.
- Responsible to plan for and assist with recruitment of new children with center staff to maintain a wait list and assure funded enrollment is achieved by the first day of classes.
- Responsible to take the lead for center staff and to work with the Human Resource Department to recruit, train and schedule parent and community volunteers and document volunteer hours to fulfill non-federal share (in-kind) requirements.
- Responsible for documenting attendance and at the point of each meal service documenting meal counts for adults and children on the NEK-CAP, Inc. CAP60 Weekly Attendance & Meal Count Form.
- Responsible for monitoring and entering daily meal count and attendance information in the program database – CAP 60.
- Responsible for knowing and understanding the Program Information Report (PIR) working in partnership with the Family Development Advocates to monitor information throughout the school year for continual updates, and to be correct and complete.
- Responsible for planning, documenting and facilitating the monthly safety checks and drills, including 2 annual bus evacuations.
- Responsible to monitor that daily classroom and playground check is completed.
- Responsible for creating a schedule for and assist with daily/weekly cleaning of the site.
- Responsible for completion of annual Kansas Department of Health and Environment (KDHE) child care licensing paper work and it is sent for review to the Education Manager at least 45 days prior to expiration of posted license.
- Responsible for making sure necessary staff documents are on site and ready for review by local licensing surveyor at least 45 days prior to expiration of posted license.
- Responsible for Licensing Boards/Licensing Binders; monitoring and updating them annually in preparation for the state visit from KDHE.
- Responsible to make certain all KDHE licensing accident/incident reports are scanned in daily to Health & Safety Manager and the Director of Human Resources.
- Responsible to ensure site specific emergency response plans are completed and updated annually in coordination with the Health and Safety Manager.
- Coordinate's with Family Development Advocate, Health and Safety Manager/Nutrition Manager, and caregiver's to ensure Individualized Health Plan/Individualized Nutrition Health Plans are complete and reviewed by center staff.
- Responsible to make certain Safety Data Sheets are easily accessible for products used in the center.

- Responsible for monitoring the ASQ, ASQSE and speech screenings (DASE) of each child to be sure they are completed and entered into the program database within the first 45 days and planning for the developmental level of each child is happening; and along with the parents make appropriate referrals to the local Special Education Services/Mental health agency, as needed.
- Responsible for contacting the Mental Health/Disabilities Manager as needed for any concerns related to behavior or ASQ or speech screenings.
- Responsible to make certain heights and weights are done with the children 3 times a year and entered into the program database.
- Responsible for maintaining child progress reports are provided during parent teacher conferences, home visits and/or upon request of parent.
- Responsible for planning for and facilitating center team meetings.
- Participate in or assign another to participate in Individualized Education Plan (IEP) meetings, as needed, while taking the role of resource person and parent advocate.
- Monitor quality of transportation services through periodic observation on the transportation route and review of vehicle inspection forms and all other documentation.
- Order supplies needed through the Education Manager and the Accountant/Board Assistant.
- Attend Family Team Support meetings, as needed.
- Assist with transportation needs at your site.
- Assist with planning and attend Family Engagement Activities.
- Assist staff with CDA process and college course educational requirements, as needed.
- Assist with making sure parents/primary caregivers are informed of all policies included in the Parent Handbook.
- Assist with ensuring class emergency contact numbers are up to date.
- Be available to travel within agency area and occasional out of area trips for training/professional development.
- Coordinate with nutrition provider to plan and participate in weekly nutrition activities.
- Be available as first line of communication within the center.
- Cross train for all center positions.
- Maintain a clean and safe work area- to include parent engagement, socialization, vehicle and office.
- Audit children's files as needed or requested.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public meetings or community and/or public speaking.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Support management decisions both in actions and words.
- Promote staff self-care and wellness.
- Promote staff team building activities.
- Maintain quality collaboration with the owners of the facility you are in.
- Ability to work varied hours according to need – so this may include early arrival so this position can help with bus routes or working late because of a family engagement activity.
- Other duties as assigned.

Knowledge and Experience:

Essential

- Ability to learn and adapt

- Resourceful and well organized
- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, scanners, faxes, and phone systems.
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers

Desired

- Continue to develop your knowledge and skills of the curriculum utilized in the program
- Continue to develop professionally with knowledge and expertise with what are developmentally appropriate practices and activities with young children
- Continue to grow your knowledge of what resources in our community are available to help our children and families that we work with

Education and Qualifications

Bachelor's Degree in Early Childhood Education preferred or related degree with at least 18 credit hours in Early Childhood Education required. Previous supervisory experience preferred.

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire and have reliable transportation.

Center Director Approval from KDHE upon hire if not already done

Physical Requirements/Work Environment

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.

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Sit (adult and child size furniture) stand, walk and stoop, kneel or crouch;
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Regularly lift and/or move 50 plus pounds;
- Assist children with toileting and changing diapers
- Noise level is usually quiet to moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer requirements of the job change.