

Tompkins Community Action

an active community can produce powerful change

JOB TITLE: Center Manager
STATUS: Exempt
DEPARTMENT: Family Services
SUPERVISOR: Family Services Director

Job Summary:

Position is responsible for ensuring the quality of daily program delivery as well as compliance with Head Start Program Performance Standards, regulatory guidelines and TCAction policies and procedures. Participates in creating program delivery and monitoring plans to ensure program goals are met. Supports and maintains a safe center environment for both staff and families, adhering to all facility compliance guidelines. Supervise all Center staff; providing support and resources to ensure their success. Maintain Center records; including submission of reports to meet program requirements. Coordinates and participates in the delivery of program services for families and the community.

Job Responsibilities:

Implementation: (30%)

- Work with Program Center Leader and Center staff to create a Program Delivery Plan.
- Ensure program delivery provides developmentally appropriate practices and individualized services needs
- Provide Center compliance monitoring and documentation meet all program regulations and policies
- Maintain quality environment with attention to safety and health prevention measures
- Review and assist Center staff with daily activity plans; ensuring all materials and resources are provided
- Ensure specialized classroom needs are met, coordinating specialized services resources and delivery
- Coordinate with staff to provide parent involvement services are supported by staff and meet program goals
- Participate with staff in family conferences to discuss child's development and education, ensure resources are provided to families
- Review transition plans with staff, providing support and resources ensure program and family goals are met
- Ensure that Center Parent Committees are created; includes supporting and participating with committee
- Coordinate Center socialization activities
- Maintain, and develop as directed, partnerships with local community organizations/agencies that can further program delivery; serving children and families as well as the Center facility.
- Create, research and maintain a community event calendar; ensuring program and agency can participate as appropriate

Management & Staff Development: (30%)

- Participate in identifying staffing needs, evaluating candidates and participating in hiring process.
- Meets regularly with Center staff, discussing priorities and work scopes, providing guidance to meet goals
- Provide new staff orientation and conduct 30, 60, 90 day evaluations
- Conduct all Center staff annual evaluations; creating, with staff, Professional Development or Improvement Plans; ensuring appropriate resources are provided.
- Assists staff with solution building to meet the individual needs of children
- Review classroom lesson plans with teachers, ensuring they consistently meet program delivery goals
- Coordinate, with Center Leader, implementation of program training plans; identify areas and staff needs
- Support staff around issues related to child abuse, domestic violence, and follow-up on family health/wellness and diversity issues.
- Provide staff with documentation training and monitor classroom files
- Create and disseminate Center staffing schedules; providing ample notification of special events and trainings
- Resolve all staffing shortages at Centers, providing resources and solutions; ensure and maintain required staff / child mandated ratios at all times
- Participate in building staff knowledge base that provides staff with the skill set to deliver program for zero to five
- Orients and trains staff substitutes to Center and ensures program delivery plans are followed
- Monitors, and supports, staff-parent conferences and Center family activities.

Monitoring & Reporting: (15%)

- Monitor Center compliance with Head Start Program Performance Standards, New York State Office of Children and Family Services Regulations, and Tompkins Community Action policies and procedures
- Document and report on program delivery services; identify program successes and improvement needs. Includes reviewing and assuring quality of classroom activities, family meetings and reviewing children's files and program delivery records.
- Maintains documentation of center based program delivery and services; including monitoring attendance reports
- Monitor and ensure documentation of center based program delivery and services; including attendance reports, CACFP reports and all program reporting are maintained, accurate, and completed in a timely manner
- Monitor and document special services delivery, ensure Center and children's needs and program goals are met.
- Document and report Center In-kind donations
- Monitor, approve and submit Center staff timesheets, travel requests and reimbursements

Operations: (20%)

- Coordinate with Fiscal/Facility Leader to ensure center meets licensing requirements; reporting deficiencies in a timely manner.
- Coordinates the NYS OCFS licensing and re-licensing process for each center.
- Ensure corrections of violations from NYS OCFS inspections are addressed in a timely manner
- Monitor center to ensure appropriate postings and outreach materials are meet program requirements and are available
- Monitor Child and Adult Care Food Program (CACFP) daily operations.
- Monitor and maintain Center supply inventory.
- Monitor and ensure maintenance of Center equipment
- Responsible for Center fiscal over site; includes managing petty cash, parent reimbursement, creating and approving purchase requisitions. Submit monthly fiscal reports to Center Program Leader.

Other: (5%)

- Prepare and submit all required reports and requested information in a timely manner
- Participate and attend all trainings and meetings, as directed.
- Participate in meetings and community events; may include nights and week-ends
- Attend trainings, and identify professional development opportunities as facilitate trainings as requested
- Other duties as requested.

Required Knowledge, Skills, and Abilities:

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction and all program funders; must understand, comply with, and implement Head Start Program Performance Standards and NYS Office of Children and Family Services Child Care Regulations.
- Ability to work with diverse groups and individuals
- Excellent communication skills; written and verbal
- Excellent interpretation and problem solving skills; including work prioritization
- Ability to read and extrapolate performance standards, regulations and procedures
- Excellent planning and organizational skills, attention to detail
- Utilization of Information Technology to enhance system and program delivery

On-going Clearance:

- Satisfactory clearance: NYS Division of Criminal Justice Services and NYS Central Register of Child Abuse and Maltreatment
- Bi-Annual satisfactory physical including TB test (Mantoux or Chest X-ray)
- Maintain knowledge of, and act as, mandated reporter
- Frequent sitting, working at computer keyboard and desk, regular standing to file, train and perform other office functions
- Physically able to bend, stoop, kneel, climb, run short distances, stand for long periods and lift up to 50 lbs.
- Meet TCAction criteria for satisfactory driver's license in order to access agency owned vehicles and access to personal transportation for work related activities.

Minimum Required Experience:

- Bachelors Degree in Early Childhood Development, Education Administration, or related field, and 2 years program management and operations experience with supervisory responsibilities
- Minimum of 2 years experience as teacher of preschool age children in a program that emphasizes the parent's role in the child's development, particularly in Head Start or Early Head Start programs working with Program Performance Standards.
- Experience implementing and monitoring curriculum and program delivery plans.
- Experience in data collection, program reporting and regulatory compliance.
- Experience working in Community Partnerships or Community Relations capacity, preferred

Print Name: _____ **Signature:** _____ **Date:** _____