

# JOB DESCRIPTION

**TITLE:** Head Start Center Manager  
**DEPARTMENT:** Head Start  
**SUPERVISOR:** Education Manager  
**STATUS:** Exempt/Salaried  
**LEVEL:** VI/ Labor Market Exception  
**APPROVED DATE (FOR HEAD START STAFF ONLY):**

**CHECK ONE:**  **REVIEWED ON (DATE):**  
 **REVISED ON (DATE):** June 24, 2019

---

---

**SUMMARY:** Oversee day-to-day operations of Head Start center; supervision of center staff; provide guidance, support, and leadership to the center team; and ensure compliance of all applicable rules and regulations.

---

---

## ACKNOWLEDGEMENT

*This Job Description is intended to be an accurate reflection of the principal elements of the job for which it was written. **It should not be construed as a description of all requirements but merely a guideline.** It will be updated from time to time to reflect changes and/or additions. One may be required to perform other duties as assigned by a supervisor or management. This job description is not a contract for employment, and either you or Western Dairyland, E.O.C. may terminate employment at any time, for any reason.*

---

---

## ESSENTIAL FUNCTIONS

### TASKS

- Plan with the Education Manager for program development and interagency cooperation.
- Supervision and oversight of daily operations of staff schedules, transportation routes, attendance matters, oversight of education, nutrition and health services programming.
- Oversight of the curriculum and planning of the yearly calendar with Education Manager and other staff.
- Oversight of screening and assessment of all enrolled children.
- Recommend and process requests for purchase of equipment and supplies.
- Oversight of the health and safety of participants in the Center and in the transportation system.
- Plan and provide staff training.
- Recruitment of eligible families in coordination with Parent and Community Manager.
- Develop and facilitate child, parent, family and community engagement activities.
- Maintain equipment, space, vehicles, and materials in good working condition.
- Provide orientation to parents, staff, and children.

- Coordinate tiered staffing with appropriate staff for each child and family,
- Coordinate with ERSEA Manager in recruiting eligible families, maintain enrollment lists determined according to eligibility guidelines established by the Head Start Performance Standards.
- Assure screening is complete, reviewed and referrals for children with suspected needs are communicated to the Education Special Needs Manager.
- Assure ongoing assessment is recorded in child portfolios and ongoing observation, and progress is assessed three times per year.
- Assure IEP goals are reviewed and implemented in weekly planning.
- Consult with parents at home visits and center conferences on children's experiences and progress.
- Provide training to volunteers.
- Provide information on class activities at parent meetings and through handouts and newsletters.
- Demonstrate sensitivity to culture and family background.
- Schedule and attend parent involvement activities.
- Maintain Confidentiality.
- Monitor daily operations for suitability, compliance with Performance Standards, and component plans.
- Evaluate children's assessments and progress reports.
- Participate and implement continuous quality improvement plans.
- Review and report outcomes towards school readiness goals and to staff and parents.
- Review staff credentials and assure progress towards professional plans and applicable credentials or licensing are in place.
- Consult with schools, health providers, and other agencies and professionals to ensure coordination of efforts on behalf of children and families.
- Participate in organizations and groups concerned with family and children's issues.
- Set up a system to comply with state and local regulation, including USDA Child Care Food Program, State Day Care Licensing Rules and Regulations, Head Start Performance Standards and others as apply.
- Coordinate plans and activities with other program area components.
- Coordinate with cooperating day care centers.
- Assure that online records for each family and child are maintained as required. (Teaching Strategies Gold and Child Plus).
- Maintain up-to-date enrollment lists and attendance records.
- Assure that medical log book, progress reports, daily health and safety check lists, nutrition and transportation forms, lesson plans, screening assessment and other required documentation is kept current and on file or posted as applicable.
- Maintain resources and supply inventory records and petty cash accounts.
- Report to Parent Groups and Direct supervisor.
- Maintain attendance records on each child.
- Maintain children's portfolios, work samples, files and medical log.
- Maintain Current DPI license, DPI PDP if applicable.
- Maintain record of ongoing education as required.
- Prepare monthly report.

- Knowledge of state and federal Head Start regulations; Child Care Licensing Rules; Head Start Early Learning Outcomes Framework; Head Start Parent, Family, and Community Engagement; and Developmentally Appropriate Practices
- Demonstrate understanding of Head Start philosophy and Western Dairyland Head Start's core values
- Comply with Policies and Procedures and Standards of Conducts
- Complete individual needs assessment and develop professional development goal annually
- Complete a minimum of 25 hours of professional development per year

**Supervision:**

- Supervise Teachers, Teacher Assistants, Bus Drivers, and Cooks.
- Interpret rules, regulations, and procedures to staff.
- Monitor staff interactions with parents and children.
- Monitor staff, parent, and volunteer implementation of daily activities.
- Conduct staff evaluations and team meetings.
- Provide assistance to staff to enhance children's progress.
- Monitor and approve time records, travel and expense vouchers, and other reports and records.
- Monitor use costs of transportation, telephone, utilities, supplies, and other expenses.
- Train and orientate staff.

**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 employees with disabilities to perform the essential functions.

<b>ACTIVITY</b>	<b>REGULARLY 70-100%</b>	<b>OCCASIONALY 40-70%</b>	<b>SELDOM 10-40%</b>	<b>NEVER 0-10%</b>
<b>Standing</b>	X			
<b>Sitting</b>	X			
<b>Walking</b>		X		
<b>Lifting Waist to Over Head (Max 50 lbs)</b>			X	
<b>Lifting Floor to Waist (Max 50 lbs)</b>		X		
<b>Use of Hands and Fingers</b>	X			
<b>Talking</b>	X			
<b>Hearing/Listening</b>	X			
<b>Vision-Near/Far/Depth Perception</b>	X			

## **MENTAL DEMANDS**

The employee in this position must be able to...

- Solve problems
- Handle stressful situations
- Handle multiple tasks at one time
- Work efficiently under conditions of multiple deadlines and changing priorities
- Establish priorities, work independently, and proceed with objectives under minimal supervision
- Have strong listening skills
- Handle and resolve recurring problems
- Transport oneself to frequent work-related meetings and events
- Effectively present information and respond to questions from employees and supervisors

## **OTHER RESPONSIBILITIES**

- Thorough knowledge of child growth and development, early childhood curriculum planning, and parent involvement
- Thorough knowledge of health status of young children
- Knowledge of budget management, purchasing, and health and safety requirements of families and programs
- Knowledge of rules, regulations, and laws affecting programs for young children
- Knowledge of low-income populations and characteristics
- Knowledge of early childhood development and education
- Plan lessons for assigned classrooms, if applicable
- Other duties as assigned by the Supervisor

---

---

## **QUALIFICATIONS**

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily and must:

- Be able to relate well to children, parents, staff and community professionals
- Be able to seek out appropriate resources
- Be able to supervise staff and volunteers
- *Preferred* – have knowledge of Head Start goals and objectives
- Have excellent communication skills and the ability to work collaboratively within a team
- Have the ability to relate to low-income families in a supportive role
- Have excellent verbal and written communication
- Have computer skills
- Clearance of background checks as required by local, state and federal regulations
- Physical examination and TB test as required by local, state and federal regulations.

### **Additional qualifications for Hmong/Spanish Bilingual staff:**

- Proficiency in Hmong/Spanish languages, both written and oral.

---

---

**EDUCATION AND / OR EXPERIENCE**

- Bachelor degree in Early Childhood Education or directly related field
- Current Wisconsin DPI licensure and/or Registry Certificate required
- At least one year experience working with groups of young children, including supervision, and program management responsibilities
- Experience in direct supervision of staff/volunteers
- Experience teaching in the field of Early Childhood Education and work with families related to the Parent, Family and community Engagement Framework Model

---

---

**EQUIPMENT SKILLS**

- Proficient with various classroom and office equipment

---

---

**LICENSES, CERTIFICATIONS, AUTHORIZATIONS REQUIRED**

- Must hold current Wisconsin DPI licensure and/or Registry Certificate
- Must have a valid driver's license
- Must have an insured vehicle
- Must meet Western Dairyland's insurability requirements
- Current CPR/First Aid Certification

---

---

**WORK ENVIRONMENT**

- Work is performed in a center environment

---

Employee Signature

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

---

Program Director Signature

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