

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

GRANT COUNTY CENTER MANAGER	
Supervisor: Family & Community Development Director	Coordinates: Center staff
Classification: Manager I	Exempt Status: Exempt
Terms of Employment: Regular Full-time	

Job Goal: To develop and coordinate a comprehensive center program; which complies with federal performance standards to insure that staff, parents, and volunteers receive instruction and training in early childhood education. To assist the Mental Health/Family Development Director in implementing the Family/Community Partnerships Component of program, assist in the recruitment, selection and enrollment of children and families, assist the Health Services Director in implementing the Health Services component, and implement family partnership services for families in Grant County.

Essential Responsibilities:

1. Assist in the planning and coordination of an Educational Services Program for Early Head Start/Head Start/OPP
 - a) Assist the Education/Disabilities Director in education component planning, development, and operation.
 - b) Supervise teaching staff in program operations.
 - c) Assist in the maintenance and updating of a program curriculum to include major themes and related activities for the classroom and home visits.
 - d) Act as an advisor for site staff, parents and volunteers, concerning Early Childhood Education and supervision as directed.
 - e) Coordinate comprehensive Parent/Staff Conferences to include a written report on each family from all component staff, two times each year.
 - f) Assist in Comprehensive Staffings to develop and assess goals for children and families.
 - g) Observe and record monthly, the performance of education staff in the classroom and/or home visits following the observation cycle.
 - h) Evaluate, with input from the Education Director, Team Leaders, and Component Directors, the Education Staff's job performance annually.
 - i) Develop Growth and Improvement Plans with education staff annually.
 - j) Ensure that each Early Head Start/Head Start/OPP family receives the required amount of home visits each month by the teaching staff.
 - k) Assist staff in follow-up regarding possible difficulties with classroom and/or home visit attendance.
 - l) Assist with the screening, interviewing and hiring teams for site teaching staff.
2. Ensure that all education forms are completed and utilized effectively and appropriately.
 - a) Evaluate education staffs' daily plans and conduct post-evaluation conference.
 - b) Ensure that goals for individual children and families are being recorded and tracked on Staffing Forms and in progress notes and that related activities are

- planned on the daily planning book.
 - c) Ensure that education staff maintains the required component information in each child=s notebook.
 - d) Ensure that the required component information is maintained in each child=s file.
- 3. Assist the Staff Development Committee and Policy Council in developing and implementing a training plan for staff, parents and volunteers.
 - a) Participate as a member of the Staff Development Committee.
 - b) Meet with the Curriculum Committee at least once each year.
 - c) Assist in assessing training needs.
 - d) Develop training resources with assistance from other component staff.
 - e) Assist in coordinating and implementing training at Staff Meetings.
 - f) Provide training in Early Childhood Education for staff/parents/volunteers as requested.
 - g) Provide parent education as directed.
- 4. Record keeping and monitoring
 - a) Complete a monthly report for the Education/Disabilities Director and assist with a Policy Council Report three times each year.
 - b) Assist in monitoring attendance classroom and home visit attendance.
- 5. Assist in the recruitment, selection and enrollment of children and maintain enrollment levels as prescribed by Head Start Policies and Performance Standards.
 - a) Be knowledgeable of Agency eligibility requirements.
 - b) Assist in planning and implementing the recruitment process. Identify and recruit children with documented disabilities/special needs.
 - c) Work with the selection committee, Early Head Start Operations Director and Mental Health/Family Development Director to develop the agency selection criteria.
 - d) Make a recruitment home visit for all completed applications.
 - e) Orient parents to Agency policies and program design at the recruitment home visit.
 - f) Work with Family and Community Development Director, and other appropriate staff to enroll children within agency guidelines.
 - g) Coordinate enrollment with the Center team.
- 6. Maintain an adequate social services referral system which coordinates and develops community resources.
 - a) Maintain working relationships with community resources by making on-site visits.
 - b) Update annually the Community Resource Directory.
 - c) Refer families to appropriate agencies and follow up on referrals.
 - d) Orient and provide information to staff and parents regarding social services and community resources.
 - e) Make home visits with each family for the completion of the Family Partnership agreement and follow up on goals established.
 - f) Assist families in identifying resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources.
- 7. Assist the Health Services Director in the implementation of the Health Services

component for OPP children.

- a) Help families establish an ongoing relationship with health and dental care providers.
 - b) Ensure that all medical and dental screens and appropriate follow-up and/or referrals are completed by year=s end.
 - c) Coordinate vision and hearing screens and ensure that appropriate follow-up and/or referrals are completed by year=s end.
 - d) Ensure that the nutrition assessment and appropriate follow-up and/or referrals are completed by year=s end.
 - e) Encourage parents to complete required immunizations for their children.
 - f) Encourage parents to follow up with the agency=s fluoride program.
8. Assist in the implementation of an agency-wide Parent Involvement Program.
- a. Work with the center team to involve parents in all components and programs of the agency.
 - b. Work with the center teams to involve males/fathers in the agency programs.
 - c. Attend and coordinate all parent center meetings.
 - d. Ensure that parent center meeting agendas, notices, and minutes are completed according to the Head Start Work Plan.
 - e. Ensure training for the parent center meetings.
 - f. Coordinate with program staff in promoting the Agency Career Ladder/Work Experience/Volunteer program
 - i. Provide information to parents about programs.
 - ii. Attend center meetings to explain programs to parents
 - iii. Meet with interested parents to determine how they can participate
 - iv. Orient parents and volunteers in the career ladder and work experience
 - v. Coordinate with Systems Manager to complete need agency paperwork
 - g. Provide monitoring and supervision of the volunteer or parent and
9. Coordinate the interview and hiring teams for center staff.
10. Acquire lunch menu from Grant County Child Center and submit to nutritionist.
11. Implement the USDA Child and Adult Care Food Program in Grant county.
- a. Enroll day care homes in the program. .5%
 - b. Complete a follow-up monitor of newly enrolled homes within 30 days of enrollment in the program. .25%
 - c. Monitor enrolled day care homes at meal times at least three times a year for compliance with all applicable regulations and guidelines..75%
 - d. Provide training to enrolled day care homes at least one time a year. .5%

Qualifications:

1. BA/MA in ECE, Sociology, or related field plus one year's experience in a pre-school program.
2. Current physical examination and TB screen documentation upon hire
3. Adequate means of transportation
4. Community service experience (preferred)
5. Previous Head Start experience (preferred)
6. Ability to coordinate and conduct training sessions (preferred)
7. Multi-lingual or multi-cultural experience (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.* Keep current and accurate records.
- 5.* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Ability to drive a private or agency vehicle; must possess a valid driver's license and personal automobile insurance or provide a plan that will allow fulfillment of position requirements.
6. Maintain the safety of the environment and children through visual, auditory and smelling senses.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer