



## Program Manager – Center Base

Date: 2/2020

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**Reports to:** Director of Early Childhood Services

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Exempt

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### POSITION SUMMARY:

Facilitate effective service to Early Childhood partners, families, and children. Promote excellence in daily program operations that support the provision of quality services for children and families and a learning environment where all staff can thrive. The Program Manager ensures all mandates and standards are met by assisting in overall program operations to ensure the program follows Head Start Program Performance Standards, The Head Start Act, Kansas Licensing Requirements and SEK-CAP Policies and Procedures. Assist with the fiscal and programmatic aspects of the program. This position directly supervises others. This may include participation in the recruitment/selection process for new hires, employee training, onboarding, conducting performance coaching/evaluation, and delegation of duties and conflict resolution. Provides supervision, leadership, guidance and monitoring for the Site Managers', Site Directors, and Substitute Teaching staff. Promotes an environment of teamwork and cooperation which supports a program working in excellence.

### ESSENTIAL FUNCTIONS:

- Provides supervision, leadership, guidance and monitoring of the Center Directors or Managers of the center-based services and assigned Substitute Teaching staff to support compliance in all service areas.
- Participate on Head Start Management Team representing supervisees and keeps Management Team abreast of activities, goals, ongoing monitoring, plans, challenges and needs related center-based services.
- Support the work of center-base to ensure operation of the program option complies with all HS Program Performance Standards, Head Start Act, and Kansas Licensing.
- Supervise daily program operations to ensure Head Start 0-5 goals and objectives are implemented successfully and that the Head Start philosophy continues to thrive.
- Provide regular supervision and support of staff through recognized practices such as reflective supervision, coaching, training and performance appraisal systems.
- Develops and maintains up to date resources including training opportunities for trainees and staff use.
- Assure program goals and objectives are implemented that support Head Start Program Performance Standards.
- Serves as an advocate for Head Start by serving on various community organizations and committees.
- Ensure coordination of programming through positive relationships with area service providers.
- Ensure development and maintenance of resources including training opportunities.
- Attend team meetings with other agencies as requested.
- Attend State administrative meetings as requested.
- Attend Policy Council and subcommittee meetings as assigned or requested.
- Attend management team meetings.
- Provide data analysis of quality and impact of program.
- Continue quality improvement through the quality assurance process and on-going monitoring.
- Assist with the Annual Program Information Report (PIR).
- Assist with Annual Program Self-Assessment and Community Assessment.
- Identify programmatic barriers that prohibit optimal development of parents as their child's teacher and aid in the development of strategies to remove those barriers.
- Ensure ongoing recruitment of eligible families.
- Promote positive public relations.
- Approve purchase orders and payroll.
- Recommend the hiring of educational staff.

- Assist with grant development and budgets.
- Travel within and out of agency area for training/meetings.
- Be familiar with theories and principles of child development and early childhood education services.
- Committed to the concept of helping children and families to become self-sufficient.
- Ability to work unconventional hours.
- Knowledge and understanding of Head Start Program Performance Standards, and state and federal regulations relevant to the Head Start Program 0-5.
- Punctual and dependable in meeting work schedules.
- Effective supervisory skills that promotes a positive and productive environment for staff.
- Ability to work unconventional business hours.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Performance Standards.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Report any suspected abuse or neglect to appropriate authority.
- Advocate for Head Start in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the core values and mission statement of SEK-CAP.
- Support management decisions both in actions and words.
- Other duties as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

### **Essential:**

- Basic computer skills on IBM compatible P.C. systems and software.
- Basic operation skills of general office equipment such as photocopiers, 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.
- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt.

## **EDUCATION AND QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood or related field
- Five to seven years of experience working in Early Childhood Education
- Five years of supervisory experience
- Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test
- Obtain First Aid and CPR certification
- Successfully complete a physical exam, TB skin test, and be fully vaccinated for COVID-19 before beginning employment

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment 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 or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds

- 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
- 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. 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 and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

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Supervisor Signature

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Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

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Employee Signature

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Date