



# Site Manager 0-5

Date: 09-10-19

**Reports to:** Assistant Director of Program Services

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Non -Exempt

## POSITION SUMMARY:

Supervise and coach staff to ensure that the program provides quality and developmentally appropriate services to children and families and establish a work climate that nurtures growth, learning, and positive interaction. Implement and maintain, through organization and supervision, in the absence of a lead teacher ensure or provide classroom coverage for each classroom. an early childhood education program that meets all Head Start Program Performance Standards and state childcare regulations.

## ESSENTIAL FUNCTIONS:

- Responsible for daily leadership, supervision, training, coaching, and modeling of best practices for center staff and volunteers.
- Obtain and share knowledge of theories and techniques regarding Early Childhood development.
- Provide regular supervision, coaching, and support of all assigned classroom staff through recognized practices such as reflective supervision, on-going training, performance appraisal systems, professional development goals and corrective action plans.
- Plan for recruitment of children with center Family Advocate to assure funded enrollment is achieved.
- Lead center staff to recruit, train and schedule parent and community volunteers and document volunteer hours.
- Responsible to ensure completion of data entry in Agency approved Data System
- Work in conjunction with the Early Childhood Management team, and center team to set up a developmentally appropriate classroom based on Head Start Program Performance Standards-using approved curriculum, Second Step, PBS (Positive Behavior Support) and other strategies provided by the program.
- Be available to travel within agency area and occasional out of area trips for training/professional development.
- Individualize teaching to enable children to attain school readiness and social emotional goals in partnership with families.
- Screen and observe the developmental level of each child making appropriate referrals to the local Special Education Services.
- Assist staff in contacting the Professional Development Coordinator to complete CDA and enroll in college courses to obtain Early Childhood Education degree.
- Train and ensure staff knowledge and competency regarding Head Start Program Performance Standards, Policies and Procedures, KDHE Licensing and best practices, Personnel Manual, Positive Behavior Support (PBS), Animated Literacy, Reflective Supervision, ERSEA, Apricot, Frog Street, Second Step, and monthly Program Information Report (PIR), and recruitment plans to ensure compliance.
- Be responsible for the provision of Education, Social Services, Parent Involvement, Health, Nutrition, Mental Health, and Disability services to assigned families with assistance from the Management Team.
- Participate in Individualized Education Plan (IEP) and/or Individual Family Service Plan (IFSP) meetings for assigned children with special needs while taking the role of resource person and parent advocate.
- Ensure parents/primary caregivers are informed of all policies included in the Parent Handbook.
- Develop relationship with education and administrative staff at local schools to ensure smooth transitions to new educational settings for all Head Start children.

- Monitor quality of transportation services through periodic observation on the transportation route and review of vehicle inspection forms and all other documentation to support licensing regulations if applicable.
- Provide child progress report during parent teacher conferences, home visits and/or upon request of parent.
- Directly supervise classroom staff family advocates, custodian, bus drivers, cooks, and other teachers if applies to center.
- Turn in monthly paperwork including petty cash & accounts payable.
- Plan and facilitate team meetings.
- Be available as first line of communication within the center.
- Cross train for all center positions.
- Promote and model 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.
- Responsible for daily leadership, supervision, training, and modeling of best practices for center staff and volunteers.
- Obtain and share knowledge of theories and techniques regarding Early Childhood development.
- Basic care for the needs of children including but not limited to diapering, feeding, and napping routines
- Work in conjunction with the Family Advocate to support family engagement.
- Implement and maintain the Head Start Performance Standards, Policies and Procedures, KDHE Licensing and best practices, CACFP Infant Feeding Guild lines, Personnel Manual, Positive Behavior Support (PBS), Reflective Supervision, ERSEA, Apricot, Creative Curriculum, Second Step, and monthly Program Information Report (PIR), and recruitment plans to ensure compliance.
- Provide regular supervision and support of staff through recognized practices such as reflective supervision, training, and performance appraisal systems for assigned staff.
- Participate in monthly mental health clinical consultations to support staff, enrolled children, and their families.
- Observe in the classroom to help provide staff ongoing support and training.
- Be responsible for the provision of Education, Social Services, Parent Involvement, Health, Nutrition, Mental Health, and Disability services to assigned families with assistance from the Management Team and Site Manager.
- Lead classroom staff to recruit, train and schedule parent and community volunteers and document volunteer hours.
- Facilitate and plan classroom team meetings, guiding the problem-solving process and/or seeking assistance to assure delivery of services.
- Responsible for completion of data entry in agency approved data system.
- Be available travel within agency area and occasional out of area trips for training and professional development.
- Be an advocate for Head Start children and families.
- Model for staff and family's appropriate ways to engage with children 0-5 years old.
- Model for staff appropriate ways to engage with families.
- Provide child progress report during parent teacher conferences, home visits and/or upon request of parent.
- Identify children and prenatal mother's nutritional needs, ensure that children's allergy/dietary information in the kitchen and other appropriate locations and inform necessary staff.
- Complete necessary forms and documentation relevant to program and staff management.
- Assess children and help support staff and families to conduct developmental and social emotional screenings.
- Ensure individualize teaching to enable children to attain school readiness and social emotional goals with the assistance of families.

- Ensure parents/primary caregivers are informed of all policies included in the Parent Handbook.
- Develop relationship with education and administrative staff at local schools to ensure smooth transitions to new educational settings for all Head Start children.
- Set up a developmentally appropriate classroom based on Head Start Program Performance Standards- using Frog Street and PBS (Positive Behavior Support) and other identified strategies with assistances from Early Childhood Management Team.
- Ensuring the screening and observing of the developmental level of each child and ensure appropriate referrals are being made to local Special Education Services/ Mental Health Services.
- Be available as first line of communication with center staff.
- Complete and submit performance appraisals for staff.
- Ability to work unconventional business hours.
- Utilize Positive Behavior Support (PBS) process and strategies to prevent and reduce challenging behavior.
- Respect and support cultural differences and diverse family structures.
- Maintain dependable, punctual attendance, and adhere to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- 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.
- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the 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.

##### Desired:

- Knowledge of Head Start Performance Standards/State Licensing requirements.
- Knowledge of area resources.
- Previous supervisory experience

#### **EDUCATION AND QUALIFICATIONS:**

- Minimum of bachelor's degree in Early Childhood or related field to Early Childhood education.
- Obtain State Site Director Program Approval through the State of Kansas within 30 days.
- Five years supervisory experience

Successfully complete a physical exam and TB skin test before beginning employment.

- Obtain First Aid card and CPR certification at orientation and keep current.
- Possess current, valid driver's license and meet agency insurance underwriting guidelines.
- Submit to and pass standard criminal history check.
- 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 30 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.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date