

BROC HEAD START

JOB DESCRIPTION

POSITION TITLE: Center Director or Co-Center Director

IMMEDIATE SUPERVISOR: Education/Disabilities/Transition Services Manager

General Duties: Responsible for the implementation and follow through of all required Head Start Performance Standards and NC Child Care Licensing Regulations pertaining to the classroom, playground, transportation and overall efficient operations of the Head Start Center. Directly responsible to, and as a liason between, Central Office, Center staff and parents.

I. Daily Duties:

- A.** Responsible for the on-site supervision and functioning of all center personnel in coordination with the respective Service Area Managers.
- B.** Responsible for daily administrative needs of the center.
- C.** Responsible for coordinating all programmatic phases of the center's activities.
- D.** Ensure all staff and volunteers maintain confidentiality regulations.
- E.** Keep Center Staff and parents informed of all messages, memos and any information, which affects smooth and knowledgeable program implementation.
- F.** Keep central office informed of changes in Center operations and scheduling.
- G.** Responsible for making sure proper documentation is retained on all enrollees, staff, service providers and volunteers.
- H.** Observe classrooms and staff to ensure policies and procedures are being followed, including covering for classroom staff if needed.
- I.** Ensure Head Start Procedures are followed for field trips, special events, and all aspects of center functions.
- J.** Maintain working relationships with all BROc Head Start children, parents, staff and volunteers as well as Service Providers, Support Agencies, Community and general public.

II. Periodic Duties:

- A.** Responsible for attending staff meetings, initiating and presiding over center staff meetings and following through with parent meeting plans.
- B.** Responsible for Service Area reports as assigned by Managers, maintaining accurate records on all enrollees; maintaining accurate records on staff attendance and performance evaluations.

- C. Post and/or display up-to-date information required by Head Start Performance Standards and NC Child Care Licensing Regulations. (Respective Service Area Managers and/or Head Start Director will furnish these requirements along with any revisions).
- D. Responsible of entering required data into computer as assigned by supervisor.
- E. Post center closings on message line and radio as needed.
- F. Notify Special Service providers of changes that would affect their schedule.
- G. With Parent Involvement/Volunteer Manager as an advisor, ensure the orientation and supervision of volunteers, which includes:
 - 1) Maintaining all required volunteer paperwork at center and turn in to office in a timely manner.
 - 2) Ensuring volunteers are motivated and encouraged to participate in Head Start by all staff.
 - 3) Keeping Education and Parent Involvement Managers as well as the Head Start Director informed of any concerns with Parent/Community Volunteers.
- H. Work with Family & Community Partnership Manager and Family Advocate and Center Parent Committee in the implementation of meaningful parent activities such as parent training sessions, special functions for parents and volunteers, conducting parent meetings, etc.
- I. With Disabilities Services Manager as Advisor, ensure services to children with Special Needs, which includes:
 - 1) Recording information in computer and, as needed, in child's health folder.
 - 2) Referring children as needed for evaluation.
 - 3) Attending IEP meetings.
 - 4) Ensuring required paperwork for Special Services is turned into the Central Office in a timely manner.
 - 5) Serving as an advocate for children with disabilities and support person for their parents.
 - 6) Assisting with Transition of children with disabilities and their family into and out of Head Start.

III. Occasional Duties:

- A. Responsible for arbitrating differences between Center personnel.
- B. Responsible for identifying equipment needs and maintenance and reporting facility and equipment needs to the proper Administrative Staff.
- C. Approval of center, classroom and janitorial supplies.
- D. Other duties as assigned by Supervisor.

Minimum Qualifications:

I. Professional:

- A. Must be at least 21 years of age; and
- B. Must have High School Diploma or its equivalent; and
- C. Must have two years of full-time work experience in a child care center or early childhood work experience; or have an undergraduate, graduate, or associate degree, with 12 semester hours in child development, child psychology, early childhood education or directly related field; or a Child Development Associate Credential; or completion of a community or technical college curriculum program in the area of child care or early childhood; or one year of full-time child care or early childhood work experience and a North Carolina Early Childhood Credential; and
- D. have verification of having completed, or be currently enrolled in, two semester credit hours, or 32 clock hours, of training in the area of early childhood program administration; or, have one year experience performing administrative responsibilities.

II. Personal

- A. Must comply with staff qualifications as stated in the NC Child Care Requirements and Head Start Procedures.
 - 1. Must be at least 21 years of age.
 - 2. Must submit a test showing he/she is free of tuberculosis **before** first day of employment.
 - 3. Must provide **before** first day of employment a statement signed by a licensed physician or an authorized health professional under his/her supervision that the person is emotionally and physically fit to care for children.
 - 4. Must submit a qualifying letter from NCDHHS **prior to** being hired stating that the applicant qualifies for providing child care at any licensed or regulated child care facility in North Carolina.
 - 5. Must not have personal habits or behavior that could be harmful.
 - 6. Staff are subject to random drug testing in compliance with “Drug Free Workplace Policy.
 - 7. Will be expected to sign a confidentially statement that will be enforced.
- B. Must maintain professional appearance in compliance with the BROCC Personnel Policies.
- C. Must maintain a vehicle; valid drivers license; comply with NC insurance requirements and willing to take measures to insure safe transportation of Head Start enrollees and/or families.
- D. Must comply with Head Start and NC Child Care training requirements.
- E. Must possess a desire and ability to help improve the health and socioeconomic conditions of Head Start children and families.
- F. Must be willing to work in conjunction with all Head Start Service Areas and components.

G. Must be willing to maintain good professional relationships with Head Start children, families, and staff and with other individuals working in conjunction with the Head Start Program.

Salary Range: \$10.21 per hour - \$23.11 per hour

I have read and I understand the job description listed above, and all of my questions pertaining to this job description have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____ **Signature:** _____

Name (Print): _____

Revised: PY 2022-2023