

| | |
|---|--------------------------------|
| Job Title: Center Operations Director | Department: Head Start Program |
| Reports To: Head Start Director | FLSA Status: Non-Exempt |
| Directly Supervises: Teachers, Teacher Assistants, Floater, Center Administrative Coordinator | |

NATURE AND SCOPE OF POSITION
 The Center Director serves as the educational lead for one or more centers in the Head Start program. Responsibilities include education, family partnerships, supervision of teacher staff, communication and service coordination, record keeping and reporting, ongoing self-assessment and monitoring of compliance, facilities management and program governance and leadership.

| PRIMARY QUALIFICATIONS | |
|-------------------------------|---|
| Education: | <ul style="list-style-type: none"> • One of the following is required: <ul style="list-style-type: none"> ○ Bachelor’s Degree in Early Childhood Education, or ○ Bachelor’s degree in related field with at least six (6) courses in early childhood education, or ○ State awarded preschool teaching certification with experience teaching preschool aged children. • Master’s Degree is preferred. • Infant/toddler education/training is preferred. • Director’s academy preferred for district collaborated centers. |
| Certifications: | <ul style="list-style-type: none"> • State awarded preschool training certification beyond education requirements is preferred. • First Aid and CPR certifications required or to be obtained. |
| Work Experience: | <ul style="list-style-type: none"> • Experience managing an infant/toddler or preschool program is required. • Experience in fiscal management/budget preparations is required. • Experience with supervision, management or coaching is required. • Prior experience with inclusion of children with disabilities is preferred. |
| Special Skills: | <ul style="list-style-type: none"> • Advanced knowledge of infant/toddler health and safety license requirements. • Experience with collaborations and community partnerships. • Bilingual in Spanish and English is preferred. • Strong organization and time management skills with ability to meet tight deadlines. • Ability to work independently and implement complex policies and regulations. • Ability to communicate effectively in written or verbal format to groups of all sizes and individuals. • Experience executing strategies to engage families to support their children’s healthy development and school readiness. • Excellent decision-making and communications skills. • High degree of tact and professionalism. • Strong positive attitude. • Effective leadership and delegation skills. |
| Other Considerations | <ul style="list-style-type: none"> • N/A |

AMERICANS WITH DISABILITY SPECIFICATIONS
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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger motions, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 40 pounds, 20 times per day with or without assistance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

AMERICANS WITH DISABILITY SPECIFICATIONS

Work Environment: Work environment characteristics 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. While performing the duties of this job, the employee is exposed to weather and internal climate conditions prevalent at the time. The work environment is considered to be that of a normal primary educational institution. The noise level in the work environment is usually moderate. Exposure to blood, saliva and bodily fluids is common. Proper training and protective equipment are required to avoid direct contact from blood, saliva and bodily fluids is required.

JOB FUNCTIONS**ESSENTIAL-****Education:**

- Serve as education leader for the Head Start center, overseeing implementation of all aspects of education services and providing teachers with supervision, training, coaching and monitoring.
- Support the effective implementation of the education content area, implementing all relevant policies and procedures.
- Oversee training of new hires (in conjunction with HR Generalist). Develop, conduct or arrange other training as needed for staff, parents or volunteers.
- Work with teachers to implement program curriculum that incorporates all elements and meets all standards in compliance with Head Start standards and best practices.
- Oversee and approve the preparation of weekly lesson plans, including individualization and all other required elements.
- Ensure that teachers integrate goals from Individual Education Plans (IEPs) for children with disabilities (in consultation with Early Learning and Disabilities Coordinator).
- Ensure the completion of all required child screenings and assessments, including 45 and 90-day requirements for new children and quarterly progress assessments for all children.
- Participate in team meetings, home visits, and community events as needed.
- Provide teachers with coaching and support for quality improvement and professional growth through regular observation and formal and informal feedback.
- Use the Center Director Success Rubric (CDEL-SR) to self-assess and set goals for continual growth.

Family Partnerships:

- Supervise or coordinate with Family Services to ensure full implementation of family services and parent involvement.
- Support Family Advocates to implement all aspects of family services program, including support and monitoring of family initiatives. Coordinate training for parents and community members wanting to volunteer in the classroom.
- Ensure parents are integrally involved in developing the program's curriculum and approach to child development and education through regular meeting with Policy Council members and others.
- Assist teaching staff in developing a system offering parents opportunities for enhancing and increasing their child observation skills.

Supervision of Staff:

- Directly supervise center staff, ensure completion of all human resources activities, and ensure compliance with relevant policies and procedures.
- Conduct monthly meetings with direct reports and provide ongoing verbal and written feedback consistent with their individual development plans for performance improvement, ensure adherence to Head Start performance standards, and to plan and direct work.
- Plan and adjust work operations to meet changing or emergent program requirements within available resources.
- Work with teachers to develop and support their individual development plan, including training plans for each teacher to obtain a bachelor's degree or higher in Early Childhood Education or a related field. Individual development plans filed in personnel folder and a training log.
- Assign and review work of direct reports. Instruct, train and work effectively with direct reports from a variety of

JOB FUNCTIONS

backgrounds and with differing levels/areas of training. Model best practices within the service area.

- Devise work methods and procedures that support improvements in existing work practices. Support direct reports in developing and setting goals, priorities and timelines.
- Take required disciplinary action, in an objective and fair manner, following Program Policies and Procedures and EEO requirements. Make appropriate personnel decisions as needed and submit the most impactful personnel decisions as a recommendation to supervisor.

Service Coordination

- Ensure families receive monthly newsletter.
- Ensure children's individual health, nutrition, disabilities or mental health needs are met, through implementation of referral system, coordination with appropriate coordinators/specialists, and participation in case conferences as necessary.
- Develop a working knowledge of local community resources related to education and transition.
- Actively participate in Head Start/Early Head Start community, including staff meetings, mandated trainings, committee meetings, and other program wide functions as needed, including some evening activities.

Record Keeping and Reporting:

- Ensure complete and accurate implementation of all required systems for recordkeeping and reporting, including:
 - Individual child/family files
 - Master binders
 - Education portfolios or other documentation of early childhood education services
 - In-kind contributions from parents or community members
 - Purchasing and tracking of supplies and equipment
 - Employee timekeeping
 - Employee paid time off
 - Attendance and payments (as appropriate) for Full/Extended Day
 - Child, family & program information in Shine Insight
 - Child observations, assessment & planning information in CreativeCurriculum.net

Compliance Management and Self-Assessment:

- Review weekly MBI (managing by information) and monthly MBI reports and ensure all concerns are addressed in a timely fashion.
- Review quarterly MBO (managing by outcomes) report and ensure all concerns are addressed in a timely fashion.
- Review quarterly and annual child outcomes data and oversee teacher planning to help all children make developmental gains.
- Participate in annual program self-assessment.
- Implement all monitoring systems required by Head Start, childcare licensing CACFP or other agencies, including:
 - Daily visual check of indoor & outdoor safety.
 - Monthly or quarterly completion of health & safety monitoring tool.

Program Governance and Leadership:

- Serve on leadership team of the program, attending regular meetings and occasional retreats.
- Participate in annual and quarterly planning to set, plan for, and monitor program goals.
- Contribute to annual review and revision of program's integrated service plan.
- Establish focus for education service area and act to align area's goals with the strategic direction and needs of the center. Ensure that employees in the area understand how their work relates to the center as a whole and the relevant regulations and performance standards.
- Improve quality and effectiveness of education service area and overall organization by initiating, sponsoring and implementing organizational change and by helping others to successfully manage organizational change.
- Ensure teachers and volunteers understand regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions.
- Uphold the shared mission and values of the organization.

JOB FUNCTIONS**Program Operations and Facilities:**

- Ensures that facilities, materials, and equipment are safe, appropriate, and conducive to learning and reflective of the different ages and stage of development of each child, including children with disabilities.
- Ensures Center based environments are free of toxins, such as smoke, lead, pesticides, and herbicides.
- Ensures arrangements and space, as well as types and use of materials and equipment, match grantees identified curriculum.
- Conduct and/or supervise regular safety checks of all facilities.

MARGINAL-

- Provide courteous and prompt service to all internal and external clients. Prioritize and address requests and assignments in a professional manner to develop cooperative relationships and to ensure that client confidentiality is assured.
- Identify opportunities and recommend methods to improve service, work processes and financial performance, e.g. expense management. Assists in the implementation of quality improvement initiatives.
- Assist co-workers in the completion of tasks and assignments to ensure continuity of service. Orient new co-workers and actively support teamwork throughout the organization.
- Perform other duties as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this job.

Approach to Work - Takes responsibility for own work and for the consequences of own decisions and actions. Identifies what needs to be done and takes action before being asked or before the situation requires it. Challenges the status quo in appropriate ways to make change. Open to new ideas, approaches, and opportunities for learning and growth.

Collaboration - Builds positive relationships with colleagues, families, and community members. Makes positive contributions to team meetings and processes. Supports and collaborates with colleagues. Contributes to positive culture and sense of team.

Communication - Interacts sensitively, effectively and professionally with persons of diverse ages, lifestyles, and backgrounds (cultural, economic, racial, ethnic or professional). Has direct, honest conversations, on difficult topics when necessary and gives feedback with clear conclusions and specific examples. Receives feedback openly. Speaks and writes clearly, with professional tone and correct grammar, punctuation and spelling.

Cost Awareness – Demonstrates an ongoing awareness of budget levels and the ramifications of exceeding them. Regularly tracks expenses against budget projections to ensure that spending levels can be adjusted as necessary. Cost-conscious and tends to stay within budget.

Leadership - Creates a vision for program, center or department to inspire others. Drives toward results while maintaining focus on with process and relationships. Shares authority in meaningful ways and builds the leadership capacity of others.

Management - Supports teachers to implement high-quality educational services. Builds a strong team among staff with varying positions and levels of experience. Represents center in the community and with a variety of key stakeholders.

People Management - Distinguishes between what should be done oneself vs. by others and delegates appropriate tasks. Uses consistent approach to performance improvement that includes clear expectations, follow-through, and concrete measures up to & including termination if necessary. Fosters the professional development of others through individualized support.

Quality of Work - Uses a clear, thorough planning process that incorporates relevant data or requirements, focusing on goals and includes advance preparation. Does what s/he says she will and follows through on obligations and meets deadlines. Good attendance and follows instructions. Uses established procedures and systems effectively and understands the importance of record-keeping.

APPLICATION

Qualified applicants must accurately complete and submit the attached employment application form along with a with a cover letter, résumé, and 3 professional references via email to ricke@leh.org.

LEH and PRIME TIME, Inc. are equal opportunity employers, committed to creating a diverse and healthy work place.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The organization reserves the right to change this description at its discretion.

This job description was approved on: October 13, 2016



IMPORTANT NOTICE

PRIME TIME, Inc. (Company) is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law, including but not limited to race, color, religion, gender, national origin, age, disability, marital or veteran status or any other legally protected status. Equal access to employment services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company.

We only hire individuals possessing the highest levels of honesty and personal integrity and we strive to create a safe workplace, free of harassment and potentially dangerous individuals. To that end, we may conduct a comprehensive background investigation and/or drug screen on every applicant for employment.

| | | | |
|--|--|---|-----------------------------|
| PERSONAL INFORMATION- PLEASE PRINT | | Date of Application: _____ | E-Mail Address: _____@_____ |
| Name | | _____ | |
| Address | | _____ | |
| City, State, Zip | | _____ | |
| Home Telephone Number: _____ | | Cell Telephone Number: _____ | |
| How long have you lived at this address? _____ | | List previous address if changed within the last 5 years: # and STREET City State Zip How long at this address? From _____ to _____ | |
| Have you previously applied with us? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If Yes, what month and year? ____/____ | |
| Have you previously worked for us? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If Yes, from (mo/yr): ____ - ____ / ____ - ____ | |
| Do you have a legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | <i>Proof of Citizenship or immigration status will be required upon employment.</i> | |
| Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If Yes, provide details: _____ | |
| <p>Please note: An applicant for employment is not required to disclose or reveal records that have been expunged, sealed or impounded under state law. You also do not have to disclose any misdemeanor conviction for which you have completed probation and the case has been dismissed. An applicant will not be refused employment solely on the basis of an arrest, conviction or plea of no contest. The nature, date and surrounding circumstances will be considered in regards to all criminal matters. Any deceptive or untruthful answer will immediately cause your application for employment to be rejected.</p> | | | |
| JOB POSITION and AVAILABILITY | | | |
| Job Title/Position Applied For: _____ | | | |
| Please provide your availability: | | | |
| <input type="checkbox"/> Part Time / <input type="checkbox"/> Full Time <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening | | | |
| Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Can you travel if a job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| When will you be available to begin work? _____ | | Desired annual salary: _____ | |
| Are there any time when you would be unable to come to work on regularly scheduled workdays due to some type of outside commitments? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If Yes, provide details: _____ | | | |



REFERRAL INFORMATION

How did you hear about the Company or this position?

Were you referred to us by a current employee? Yes No

If Yes, please provide their name: _____

EDUCATION / TRAINING

| Category | Name and Location | | # of years attended | Degree Received | Subjects Studied/Major |
|--|-------------------|------|---------------------|-----------------|------------------------|
| High School | | | | | |
| College/University | | | | | |
| Trade, Business or Correspondence School | | | | | |
| Additional Education | | | | | |
| Professional license or certification | Type | From | | | Exp |
| Professional license or certification | Type | From | | | Exp |

List any honors or achievements you have relevant to the position for which you are applying:

Indicate any foreign languages that you speak or read fluently:

Are you planning to pursue further studies? Yes No Days Nights Full-time Part-time

If Yes, when and what courses? _____

PROFESSIONAL ORGANIZATIONS

List any professional organizations to which you belong. You may exclude those which may disclose your race, color, religion, gender, national origin, age, disability, marital or veteran status or other legally protected status.

EMPLOYMENT HISTORY

NOTE: Include your last ten (10) years of employment history starting with the most recent and working backwards. Include periods of unemployment, self-employment, voluntary, military, and part-time jobs. *Incomplete information could disqualify you from further consideration.* (If more room is needed please attach a separate page, however, this application must be completed in its entirety.)

Present Employer:

| | | | |
|--|--|--|-----------------------------|
| Company Name | | From | To |
| Address | | Beginning Rate/Salary | Ending Rate/Salary |
| Supervisor's Name | | Supervisor's Telephone Number: | Supervisor's Email Address: |
| Supervisor's Title | | Your Job Title or Position: | |
| Summary of Duties or Responsibilities: | | May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Reason for seeking other employment: | | | |

Prior Employer:

| | | | |
|--|--|--------------------------------|-----------------------------|
| Company Name | | From | To |
| Address | | Beginning Rate/Salary | Ending Rate/Salary |
| Supervisor's Name | | Supervisor's Telephone Number: | Supervisor's Email Address: |
| Supervisor's Title | | Your Job Title or Position: | |
| Summary of Duties or Responsibilities: | | May We Contact Prior Employer? | |



| | |
|--------------------------------------|--|
| Reason for seeking other employment: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------------------------|--|

| | | | |
|--|--|--|-----------------------------|
| Prior Employer: | | | |
| Company Name | | From | To |
| Address | | Beginning Rate/Salary | Ending Rate/Salary |
| Supervisor's Name | | Supervisor's Telephone Number: | Supervisor's Email Address: |
| Supervisor's Title | | Your Job Title or Position: | |
| Summary of Duties or Responsibilities: | | May We Contact Prior Employer? | |
| Reason for seeking other employment: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| |
|---|
| OTHER INTERESTS |
| List any computer or specialized skills, experience or training pertinent to the position applied for: _____ |
| List and hobbies or other interests pertinent to the position applied for: _____ |

| PROFESSIONAL REFERENCES | | | |
|---|-------------------|---------------------|----------------------|
| Provide the information of three (3) persons not related to you, with whom you have had a working or professional relationship. | | | |
| Name | Address and Phone | Company and # Years | Working Relationship |
| 1. | | | |
| 2. | | | |
| 3. | | | |

APPLICANT'S STATEMENT

I certify that the answers given here are true and correct.

I authorize any of the persons or organizations referenced in this application to give PRIME TIME, Inc. (Company) or its agents any and all information concerning my previous employment, education, or other information that they may have, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information. This authorization does not include release of other prohibited disability and medical related information prohibited in pre-employment inquiries by the Americans with Disabilities Act (ADA).

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Company is of an "at-will" nature, which means that the Employee may resign at any time and the Company may discharge the Employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically authorized by the Company.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. In addition, I understand my employment may be conditioned on the results of a physical examination and drug/alcohol testing. It is also understood that I authorize any conditional employment background screening to be performed, and any misrepresentation or omission of information may result in the rejection of my application for employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Applicant Signature

Date

This application for employment shall remain active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.



VOLUNTARY SELF-IDENTIFICATION

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees or deemed as federal contractors to complete an EEO-1 report each year. Therefore, we are asking employees to complete a voluntary self-identification sheet below so that we can properly update our records according to these new report requirements.

Completion of this data is voluntary and will **not** affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department.

| | |
|------------|---|
| Name: | |
| Job Title: | |
| Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female |

Race/Ethnicity: Please check one of the descriptions below corresponding to the ethnic group with which you identify.

| | |
|---|--|
| <input type="checkbox"/> Hispanic or Latino | |
| <input type="checkbox"/> White (not Hispanic or Latino) | |
| <input type="checkbox"/> Black or African American (not Hispanic or Latino) | |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) | |
| <input type="checkbox"/> Asian (not Hispanic or Latino) | |
| <input type="checkbox"/> American Indian or Alaska Native (not Hispanic or Latino) | |
| <input type="checkbox"/> Two or More Races (not Hispanic or Latino) | |
| <input type="checkbox"/> I decline to self-identify | |

Date Completed: _____

Thank you for your participation.