



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

Title: Center Manager
Status: Non - Exempt
Terms: Permanent Full Time
Location: Pembroke Head Start Center
Reports To: Head Start Director

Job Summary: Ensures that established agency policies and procedures are strictly complied with. Plans, organizes, and implements activities vital to the program. Directs and supervises center personnel in the performance of their duties. Provides training for staff and parents. Maintains records of confidentiality. Monitors, implements, and evaluates all center activities. Any other duties as assigned.

Essential Duties and Responsibilities:

- Requires an energetic person with management ability and a considerable amount of initiative.
- Must be able to plan, organize and supervise daily activities both inside and outside of the classroom.
- Demands creativity and imagination. Must be able to develop and approve lesson plans.
- Requires ability to coordinate and link various functions into an effective operation.
- Should understand the needs of pre-school children and a concern of varying backgrounds.
- Requires ability to keep accurate records and maintain confidentiality. Should be able to prepare narrative and statistical reports.
- Must be willing to continue in Child Development Training requirements.
- Must have a car at disposal and valid driver's license.
- Responsible for ensuring that all center operations are accomplished in full compliance with Head Start Performance Standards, agency policies and procedures and North Carolina Day Care Licensing Regulations.

Education Requirements:

- Bachelor's degree in early childhood education

Required Work Experience:

- Prior supervisory or management experience in a licensed early childhood program is required along with an Infant/Toddler CDA

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