



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

JOB DESCRIPTION

Title:	Assistant Center Manager
Status:	Non-Exempt
Terms:	Permanent Full Time
Location:	Red Springs Head Start Center
Reports To:	Center Manager
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 in the absence of the Center Manager. Designs and implements lesson plans and teaches fundamental educational concepts. Provides training for staff and parents. Maintains records of confidentiality. Assists Family Service Worker in conducting home visits, record-keeping, recruitment, referral follow ups and partnership agreements. Any other duties as assigned.
Essential Duties and Responsibilities:	SUPERVISION Provides leadership and support for staff and children. Promotes teamwork and assigns responsibilities in the absence of the Center Manager. Assists in the annual staff performance appraisal and assists in developing performance improvement plan. Assists in conducting staff conferences and meetings. Approves time sheets and travel claims in the absence of the Center Manager. Obtains parent volunteers to cover staff absences. Supervise regular maintenance of the center and reports problems to the Center Manager, Maintenance Technician I or II, or the Program Specialist. ORGANIZATION Assists in organizing and implementing a program of functional activities that will meet the six (6) Child Development Associate (CDA) competency goals. Assists in organizing parent committee that will meet monthly. Provide guidance to parents in establishing classroom and program projects. PLANNING Assists in the development and approval of schedules, which will enable the staff to carry out center activities in an orderly manner. Ample time will be allotted for (1) daily routines (meals, toileting, brushing teeth, rest, story time, and outdoor play); and (2) monthly activities (fire and tornado drills, screenings, home visits, staff conference, field trips). Plans with the Program Specialist and the Assistant Director/Child Development and Health Services Administrator in scheduling the writing of Individual

Education Plans. Assists in the evaluation of the program. Submits recommendations for program change and budget items. Plans and implements recreational activities. Develops and implements daily lesson plans.

ASSESSMENT Assists in conducting various screenings (1) Vision; (2) Speech; (3) Hearing; (4) Classroom Observations; (5) Learning Accomplishment Profile 3 (LAP-3), and (6) Developmental Screening. If a child fails any one of the above screenings, a referral will be made to the Disabilities Program Specialist for further evaluation. Assists with conducting the Community Assessment by assuring that the service area is surveyed.

COOPERATION Develops close working relationships with Head Start Center staff, office staff and with local agencies in the implementation of the program. Provides support through counseling, referrals, and modification of schedules.

RECORDKEEPING Assists in maintaining up-to-date folder for (1) the child and family; (2) center property inventory; (3) parent/volunteer participation; (4) attendance reports; and (5) staff education.

ORDERING Provides assistance in the submission of requisitions for (1) classroom, kitchen and playground supplies; (2) items needed for bus; (3) postage/box rent; and (4) center repairs. Makes sure that a receipt is signed and submitted to the central office to document that item have been received.

MONITORING Assists in monitoring the arrival and departure of buses used in transportation of enrollees, staff, parents and volunteers. Monitors playground to ensure the safety of enrollees. Monitors classroom activities periodically.

HOME VISITS AND PARENT CONFERENCES Assures that at least two (2) home visits per family are conducted annually as well as two (2) parent/teacher conferences. Conducts additional visits or conferences as may be needed.

FAMILY SERVICES Assists Family Service Worker in conducting home visits, record keeping, recruitment, referral follow-ups, and partnership agreements to ensure each child's and family's needs are met.

TRAINING Assists in providing training to parent/caretaker on the parent's role in implementing the child's educational plan. Assists with orienting new employees and parents to center operational procedures and Head Start Policies and Procedures as well as in the local, state and federal procedures. Helps coordinate transportation for parents to participate in training. Trains parents in the use of the

Community Resource Booklet and the Parents Handbook.
Trains all staff in areas of need.

REPORTING Provides assistance in compiling monthly reports: (1) Center Monthly Statistical Report; (2) Progress Report/Disability Effort; (3) Attendance Reports; (4) Long Distance Telephone Logs (which will be submitted to the central office monthly); (5) Parent Workshop with Parent Signatures; (6) Center Committee Report; and (7) all other reports as assigned. Maintains various records for documentation that services were rendered.

PROGRAM EVALUATION Provides assistance in assessing program effectiveness through on-site visitations and personal observations. Takes steps to ensure compliance with Performance Standards, State/Local license, and North Carolina Pre-K requirements. Develops and implements an improvement plan based on findings.

OTHER Accepts other assignments incidental to and necessary for the efficient and effective operation of the Head Start Program. Assignments include, but are not limited to, bus monitoring, driving bus, kitchen, and custodial duties.

Assures that the center is maintained in excellent physical condition including painting of interior and exterior, maintain high standards of repair, safety, health, and cleanliness. These requirements will be accomplished by assigning duties to staff members and submitting work requests for center repairs to the Maintenance Technician I or II or to the Program Specialist.

Adheres to strict Policy of Confidentiality as it relates to children, families and staff.

Assists in ensuring that all enrollee's water systems are checked for fluoride levels and a treatment plan is developed.

General Requirements:

- 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 have an understanding of 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

Equal Opportunity Employer