

I, _____, certify that I have read and understand the Qualifications and Functions of this Position Description.

Signature

Date

POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

Position	<u>Child Development Center Manager</u>	Date:	Dec 2021
Overtime Status	Non- Exempt	Grade:	3
Salary Range			
Site Location	Assigned Center	Program Period	School Yr. 48 wks.
Department	Head Start		
Reports to	/Program Operation Manager /Education & Transition Services Manager		

Qualifications:

Candidate must possess knowledge of North Carolina Child Care Laws and Regulations, as well as North Carolina state regulations for sanitation and fire safety codes. General knowledge of child growth and development and programs to appropriately meet the physical, mental, and social needs of children. General knowledge of techniques of organizing and planning program activities and procuring of required supplies and equipment. Knowledge of good health practices. Ability to establish and maintain working relationships with preschool children (HS), or infants/toddlers (EHS), parents and other staff members. Must have the ability to supervise a small child development center staff. Ability to exercise good judgment in appraising situations and making decisions. Experience in working with young children preferably involving some supervisory experience. Graduation from a four-year college or university preferably with a degree in Early Childhood Education, preschool education, or extensive experience in working with young children in a nursery school, kindergarten, or day care facility; or an equivalent combination of experience and training. Early Childhood Administration Level III preferred. Must possess an Early Childhood Administration Level II, or it's equivalency, is required. Possession of a valid health certificate issued by the County Health Department or a physician and valid North Carolina driver's license. Computer Skills required.

Basic Functions:

Prepare and maintain compliance for center licensure with the North Carolina Department of Child Development, Early Childhood Environment Rating Scale, North Carolina sanitation and fire codes.

Performs educational work involving the supervision of a Head Start or Child Development Center Staff and teaching preschool children. An employee in this class is responsible for planning, supervising and teaching in a child development program to the physical, educational, and intellectual needs of the Head Start population. The supervision of a staff includes all classroom staff (teachers, teacher assistants/ bus monitors, floaters, substitutes), kitchen managers, and maintenance personnel. Considerable tact, independent judgment, and discretion

are supervisory activities. Work is performed under the supervision of the Program Operations Managers and Education/ Transition Manager (HS) or the Early Head Start Coordinator (EHS) and is evaluated through conferences, written reports, and observation of work in progress.

Specific Functions:

1. Supervises child development center staff consisting of teachers, and teacher assistants.
2. Serve in a planning or coordinating capacity for other portions of the Child Development Program and managing the total operations of their site.
3. Assure accuracy in time sheets/travel sheets and leave request.
4. Maintain weekly and monthly center reports. Evaluate and implement continuous improvement plans.
5. Arrange educational field trips.
6. Assist with the orientation / technical assistance to new staff members.
7. Conduct observation in classroom. Evaluate and implement continuous improvement plans.
8. Maintains entire center to meet all safety and health standards as prescribed by CADA, Head Start, and NC Child Care Licensing Agency; must remain knowledgeable of NC Child Care rules.
9. Ensure that the child – staff ratio is maintained.
10. Ensure that the health and safety environment is maintained at the centers and on the buses.
11. Report to NC Division of Child Development and Early Education (NC DCDEE) or to the Department of Social Services Child Protective all abuse / neglect.
12. Schedule bus monitors and evaluate transportation for center children.
13. Compile and evaluate requisitions for center supplies
14. Work in the classroom when substitute staff cannot be secured.
15. Monitor center facility and playground needs and submit request for repairs.
16. Coordinate Center Licensure needs with Program Operations Manager.
17. Track center supplies
18. Model best practices for employees.
19. Monitor daily bus monitor reports and Health Checklist, etc to ensure that the needs of children are met.
20. Perform other related work as assigned.
21. Obtain and maintain Classroom Assessment Scoring System (CLASS) Reliability
22. Assist in conducting CLASS observations in Classrooms as needed.
23. Monitor on-going child assessments and school readiness goals.