



## JOB DESCRIPTION

### NAME AND JOB TITLE: CENTER MANAGER

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Exempt: Yes

Supervisor: Center Operations Officer Department:  
Head Start/ Early Head Start

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### GENERAL DESCRIPTION

The Center Manager must be a person who can assume responsibilities for their center. She/he must take responsibility for the care and safety of all children and staff in the center and assume supervisory responsibility for all center employees. She/he must be able to be firm, flexible, and must demonstrate tact in dealing with staff, parents, and volunteers. She/ he must possess planning skills and be able to budget time wisely. The Center Manager must be able to maintain cordial relationships with community resources agencies and civic group representatives. Good communication skills are vital.

### ESSENTIAL DUTIES AND RESPONSIBILITIES. The Center Manager will:

- Must care for yourself in a professional manner to include language, dress; therefore; setting a positive work environment.
- Provides monitoring oversight for staff and their center.
- Coordinates and supervises center staff and daily activities of the center.
- Assist with mentoring and provide professional development to staff as needed.
- Collects/review timesheets/descriptions/leave requests and submit for approval.
- Holds monthly staff meetings/collaboration meetings; upload in the database the sign- in sheet, agenda, and typed minutes.
- Provides a climate for resolving personal and professional difficulties.
- Assist with conflict resolution among staff.
- See that good housekeeping standards are maintained.
- Assist in all areas of the program as needed.

- Oversees the supplies and equipment at their center to ensure it is adequate and what is needed for staff to fulfill their job duties.
- Responsible for building and grounds and for reporting repairs to the Center Operations Officer and updating the Internal Monitoring in the database.
- Responsible for keeping an up-to-date inventory of supplies and equipment for their center.
- Submits purchase requests within prescribed budget limitations.
- Coordinates and conducts periodic job performance evaluations on staff according to policy.
- Interviews parents and recruits to ensure enrollment at their center.
- Assign children to classrooms.
- Ensures two home visits and two parent conferences are conducted annually for each child enrolled.
- Check Daily Meal Counts and Attendance Reports along with other USDA documentation.
- Monitor meal counts at the point of service.
- Oversees and approves lesson plans and daily activities prepared by teachers at least two weeks in advance and provides feedback for improvement.
- Monitor to ensure staff are using the curriculum with fidelity.
- Maintains an orderly physical environment conducive to the optimal growth and development of children.
- Assumes responsibility for the equipment and materials along with teachers in the center.
- Encourage safe practices including Active Supervision.
- Promotes good eating habits.
- Supervise staff/classrooms to ensure that: individual differences in children are recognized with activities and expectations adjusted accordingly and that defiant behavior is dealt with constructively using Conscious Discipline.
- Ensure that children brush their teeth daily.
- Ensure that food service regulations are followed.
- Assist in the delivery of health services to enrolled children.
- Supervise teachers to ensure daily health checks are conducted and documented properly.
- Assist at other locations, as needed.
- Meet and greet families during drop off and pick up.
- Provide health-related information to the Health, Safety, and Nutrition Coordinator.
- Assist with monitoring attendance.
- Ensure compliance with Head Start Performance Standards and Childcare Regulations.
- Assist in the recruitment of volunteers.
- Ensure teachers complete proper documentation in the database. Ensure teachers complete daily attendance and meal count.

- Ensure USDA compliance documentation is completed weekly and sent to the USDA Compliance Team.
- Ensure safety incidents are promptly reported.
- Enters Ongoing Monitoring Tools in the database monthly.
- Assist with Self-Assessment and Community Assessment as needed.
- Regular work hours are 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by the supervisor.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by the supervisor.

## **AGENCY REQUIREMENTS**

- Must be willing to travel and have a valid Texas driver's license and be insured by the agency's insurance company.
- Must meet all state licensing requirements. Must pass a background and fingerprint check.
- Professionally represent Tri-County Community Action, Inc. in all situations
- Maintain confidentiality of all information
- Maintain building security
- Assist with the safety and supervision of EHS/HS children
- Appearance: Maintain a professional appearance and hygiene
- Reliability: Dependable in carrying out responsibilities
- Safety: Proper and safe use of all equipment
- Punctuality: Adheres to scheduled work hours
- Compliance: Follows agency regulations, policies, Head Start Performance Standards, Child Care Licensing Regulations, and/or TDHCA Regulations.

## **EDUCATION AND WORK EXPERIENCE REQUIREMENTS**

- A high school diploma and some college is necessary.
- Associate degree, B.A., or B.S., desirable.
- Must also obtain Director's Licenses from Child Care Licensing's as soon as possible after employment.
- Obtain and recertify CPR and First Aid certifications.
- Obtain and recertify food handler's certification.
- Experience supervising employees.
- Experience teaching/working with young children in public or private kindergarten, Head Start, or Childcare.
- Strong communication, public relations, interpersonal and administrative skills are necessary.

## **REQUIRED SKILLS/ABILITIES**

Language Skills: Required to read, write, communicate, and comprehend documentation in English.

Reasoning Ability: Problem-solving, independent work, and working as a team player.

Mathematical Skills: Basic math and financial skills, use of a calculator and/or Excel.

Physical Demands: Ability to lift up to 25 lbs., sit for long periods.

Obtain & Recertify: CPR/First Aid and Food Handlers certification (if needed).

## **SUPERVISORY DUTIES**

Head Start Teachers Head

Start Teacher Aides

Early Head Start Teachers Childcare

Assistant

Food Service Workers

Substitutes

## **DISCLAIMER STATEMENT**

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

## EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_