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| Job Title: | **Site Manager** |
| Department: | **Child & Family Development** |
| Reports to: | **Early Childhood Programs Director** |
| Level: | **L** |
| Supervises: | **Site Supervisors** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **April 15, 2021** |
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| Purpose:To promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other to enrolled children and families. |
| Position Objectives:* Comply with and utilize the Head Start Program Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual (GSRP funded), Great Start to Quality, Program Procedure Manual Guidance, 5 Year Grant, USDA/CACFP/MDE Requirements, and NMCAA Personnel Polices.
* Serve as a Licensee Designee.
* Act in a manner that is conducive to the welfare of children.
* Ensure facilities are conducive to the welfare of children.
* Develop, implement, monitor, and evaluate center policies and the program.
* Manage all aspects of the Head Start/GSRP classrooms and staff.
* Mentor, train, and support staff.
* Partner with Management Team to support classroom staff in providing remote services when necessary, to support children and families is a home environment.
* Represent NMCAA in a professional, supportive, and knowledgeable manner.
* Participate in the development and commitment to making progress toward program goals on an ongoing basis.
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| Essential Functions:* Partner with the Management Team to provide oversight, coordination, management, and supervision of all the activities of the Northwest Michigan Community Action Agency’s Child and Family Development Department.
* Partner with the Management Team and other staff to establish, train staff, implement, and enforce a system of health and safety practices to ensure children are kept safe at all times.
* Partner with Directors, Managers, and supervisory staff to implement a system of ongoing training, oversight, correction, and continuous improvement, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices, and administrative safety procedures are adequate to ensure staff and child safety.
* Partner with Managers to ensure eligibility, recruitment, selection, enrollment, and attendance (ERSEA) requirements.
* Provide supervision to staff that supports their professional development needs.
* Collaborate with and promote all NMCAA programs throughout the community by being an active member with appropriate organizations, agencies, public schools and ISD’s.
* Obtain and update Memorandums of Understanding (MOUs) with appropriate community partners as needed.
* Engage in a process of collaborative partnership building with families to establish mutual trust, hire staff, promote in-kind opportunities, and participate in program activities.
* Encourage and mentor families to participate in their child’s education.
* Attend Policy Council and lead committees as appropriate.
* Attend all required trainings, meetings, and recaps.
* Partner with the Facilities Coordinator and Site Supervisors to ensure classrooms, playgrounds, and facilities meet requirements.
* Regularly monitor and evaluate Site Supervisor and classroom staff job performance in the following ways: reviewing Site Supervisor calendars, conducting monthly recap meetings, assisting in creating and presenting work/success/training plans and disciplinary documentation, assisting in the development of individual goals, and conducting new hire/annual Employee Performance Reviews.
* Promote staff and parent understanding of program philosophy, goals, objectives, policies andprocedures as outlined in the following ways: Plan, prepare, and facilitate Site Supervisor Meetings/Trainings, Teaching Staff Professional Development Opportunities, New Teaching Staff Trainings, Policy Council Meetings/Committees, Policy and Procedure Trainings, and other staff meetings/trainings as needed; Assist in the development of the Staff Training Plan; Ensure training is provided for parents and staff based on needs and requirements.
* Partner with Directors, Managers, and supervisory staff prepare, collect, aggregate and analyze, use, and share data.
* Participate in the Annual Self-Assessment process and the development of 5 year grant goals.
* Assist in monitoring, developing and up-dating program policies, procedures, and documents related to the following: Annual Pre-Service Orientation Training, Procedure Manual, Monthly Form Files, Supervisor’s Manual and hiring activities, job descriptions, health and safety responsibilities in the classroom, licensing activities, and personnel matters.
* Partner with the Director of Operations to oversee transportation and safe environment responsibilities.
* Provide guidance, support and resources for Site Supervisors and classroom staff.
* Collaborate with the Management Team to assure the integration of services in each program option.
* Collaborate with the Great Start to Quality Resource Center staff for Michigan Quality Rating and Improvement System (TQRIS) requirements.
* Participate in Strategic Planning.
* Use Reflective Practice to move staff forward and build positive, reflective supervisory relationships.
* Perform site monitoring visits and return monitoring forms to Program Support Coordinator in a timely manner. 6% Full Time Equivalent monitoring.
* Maintain contact with Program Support Team regarding training; additional USDA training needs; form updates and distribution.
* Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements.
* Perform site monitoring visits, both scheduled and unannounced.
* Maintain contact with Program Support Staff regarding form updates, data entry for health/safety tracking and follow up.
* Perform other related duties as required and/or assigned.
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| **Measured by:** * Results and outcomes of Child & Family Development Departmental monitoring and audits.
* Feedback from agency leadership, staff, and community partners.
* Completion of balanced budgets in areas of control.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
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| **Minimum Education:*** A baccalaureate or advanced degree in child development, early childhood education, human services, health, or a related field.
* Two semester hours or 3.0 CEUs in childcare administration or have an administrative credential approved by LARA.
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| **Minimum Experience:*** Strong teamwork skills which balance team and individual responsibilities.
* Five years’ experience in administration and management.
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| **Essential Abilities:*** Demonstrate sensitivity and understanding when working with children and families.
* Commit to the NMCAA mission and vision.
* Commit to the Program Philosophy.
* Adhere to and promote the Cornerstones of Culture.
* Maintain personal and professional confidentiality.
* Interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Suggest innovative approaches in completing job responsibilities.
* Work openly and cooperatively as a team member.
* Perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Be at least 21 years of age.
* Pass a comprehensive background check.
* Meet the state and federal health requirements (medical clearance, mental wellness, and TB examination).
* Knowledge of basic computer skills and office equipment.
* Knowledge of basic math and budgeting skills.
* Proficient writing skills.
* Be suitable to meet the needs of children.
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| **Minimum Physical Expectations:*** Physical activity that always requires keyboarding, sitting, phone work and filing.
* Physical activity that always requires extensive time working on a computer.
* Physical activity that always requires travel by car and/or air.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that sometimes requires lifting at least 50 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records or in the participation of classroom settings.
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| **Minimum Environmental Expectations:*** The Head Start Site Manager position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
* Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
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