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| Job Title: | **Head Start Site Manager** |
| Department: | Head Start |
| Reports to: | Director of Child and Family Services |
| Level: | ML |
| Supervises: | Site Supervisors |
| FLSA Status: | Exempt |
| Prepared by: | Betsy Rees |
| Date: | June 14 ,2017 |
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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. |
| Essential functions:* **To provide oversight, coordination, management, and supervision of all the activities of the Northwest Michigan Community Action Agency’s Head Start classrooms and staff.**
* **Utilize the Head Start Program Performance Standards, Head Start Act, NMCAA Head Start Program Plan, Michigan Licensing Rules for Child Care Centers, GSRP Implementation Manual, Great Start to Quality, 5 Year Grant, Head Start nutrition food/safety, and the Program Procedure Manual to ensure program requirements are being met.**
* **Partner with Head Start Managers to monitor** **eligibility, recruitment, selection, enrollment and attendance (ERSEA) requirements.**
* **Incorporate the Head Start Child Development and Early Learning Framework, Family and Community Engagement Framework and Strengthening Families into the Head Start program.**
* **Provide supervision to staff that supports their professional development needs.**
* **Collaborate with and promote NMCAA/Head Start 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.**
* **Support mental health plans put into place by mental health professionals for the children.**
* **Attend all required trainings, meetings and recaps.**
* **Ensure classrooms and playgrounds meet Head Start and State of Michigan Licensing Rules for Child Care Centers safety 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 plans and disciplinary documentation, assisting in the development of individual goals, conducting Child Development 120 day reviews for new staff, and conducting Employee Performance Evaluations.**
* **Promote staff and parent understanding of program philosophy, goals, objectives, policies and procedures as outlined in the following ways: Plan, prepare, and facilitate Site Supervisor Meetings/Trainings, Teacher/Child Care Provider 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.**
* **Collaborate with the Management Team and Head Start Director 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-services 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 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.**
* **Monitor State of Michigan Licensing Rules for Child Care Centers, Head Start Program Performance Standards, Great Start to Quality, GSRP Implementation Manual, 5 Year Grant, Procedure Manual, and Head Start nutrition food/safety requirements.**
* **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 Coordinator 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 other related duties as required and/or assigned.**
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| Position Objectives:* **To ensure the compliance with all state and federal programmatic requirements.**
* **To manage all aspects of the Head Start classrooms and staff.**
* **To mentor, train and support staff.**
* **To represent NMCAA in a professional, supportive and knowledgeable manner.**
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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.**
* **2 semester hours or 3.0 CEUs in child care administration or an administrative credential approved by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing.**
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| **Minimum Experience:*** **Five years of experience in administration and management.**
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| **Essential Abilities:*** **Commit to the NMCAA philosophy and mission.**
* **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.**
* **Exhibit good moral character per the definition of the State of Michigan Licensing Rules for Childcare Centers.**
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| **Minimum Skills Required:*** **Be at least 21 years of age.**
* **Meet the state and federal background check requirements.**
* **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.**
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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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