

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: EARLY HEAD START PROGRAM MANAGER

General Description of Duties:

Responsible for performing a variety of tasks related to managing and coordinating services for families, staff, and the community and ensuring that daily operation and staff are in compliance with the Texas Minimum Standards for Child Care Centers and Head Start Program Performance Standards. Non-exempt position.

Required Qualifications:

Knowledge, Skills, Abilities: Analytical and problem solving, knowledge of infant and toddler development, behavior management, curriculum development and implementation, regulatory requirements related to service delivery, communication and interpersonal skills, office practices including computer skills, read and write legibly, data collection and analysis, documentation, organizational skills, read and interpret regulations, identifying strengths and weaknesses within the classroom, supervision of others, work with limited supervision

Certification/License: Pre-employment/annual health examination, annual TB Skin Test, CPR/ First Aid, valid driver's license, current auto insurance, trainer as per Texas Minimum Standards for Child-Care Centers

Education: Baccalaureate degree in early childhood education or a related field with 12 college credit hours in child development and six college credit hours in management

Experience: Experience working with children and staff, supervisory experience, at least one year of experience in a licensed child-care center, fiscal management, and administration

Preferred Qualifications:

Knowledge, Skills, Abilities: Knowledge of developmental disabilities, Teaching strategies, Child Plus, ITERS, Conscious Discipline, Early Head Start Program Performance Standards, Texas Minimum Standards, bilingual (Spanish)

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable, comply with, and provide training of Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Texas Minimum Standards for Child-Care Centers, ITERS, and Conscious Discipline

Communicate services offered by Opportunities, Inc. with community resources and other programs

Manage the EHS program daily operation, coordinating program activities with administrative staff, ensuring regulations are maintained, and staying within approved budget

Responsible for oversight of monitoring, development, and implementation of policy and procedures from regulations

Oversight of purchasing (prepare purchase orders), contents, and inventory control for EHS

Maintain petty cash

Provide training as defined in Head Start Program Performance Standards and Texas Minimum Standards for Child-Care Centers

Maintain a positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned responsibilities

Recognize, respect, and relate to the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy

Ensure the center environment offers an atmosphere that promotes family and community involvement

Provide relative ongoing communication between educational staff, education coordinator, home visitor coordinator, health/disabilities service coordinator, family support specialist, any other relevant staff, families, and yourself

Recognize parents as children's lifelong educators and provide parent curriculum that builds on the parent's knowledge and offer opportunities for parents to practice skills promoting children's learning and development

Oversee all aspects of operations, maintenance, housekeeping, and repairs of EHS building

Respond to emergency situations and drills as required

Ensure continuity of care for children

Oversee ERSEA

Oversight of Self-Assessment and Community Needs Assessments

Maintain fidelity with ongoing written documentation, assessments, parent curriculum implementation, family contacts, referrals, services provided, and data of each individual child/family

Maintaining fidelity with client records, all applicable required documentation, data collection, and reporting

Assist in reviewing and maintaining children's files

Maintain confidential records, following HIPAA and Confidentiality Policies

Submit all written reports, forms, and procedures to the Executive Director in an organized, legible, and timely manner

Perform housekeeping duties as appropriate

Participate in van training yearly

Serve on a variety of committees (Incident Committee, Policy Council, Policy Committee, etc.)

Facilitate Policy Council meetings, in-service, board training, and reports to governing body

Oversight and training related to staff, parent/community involvement activities, in-services, Policy Council, Parent Committees,

Health Advisory Committee, volunteers, newsletters, and donations
 Ensure all staff have appropriate assignments that match their skills, abilities, and training
 Supervise and provide leadership for personnel including assistance in the hiring process, training, work schedules, time records, and performance evaluations
 Facilitate and participate in training, in-services, conferences, seminars, and family activities as requested
 Participate in grant applications and re-application processes
 Foster a cooperative rather than a competitive atmosphere being open-minded with changes and differences
 Safeguard children from abuse, neglect, or exploitation while in the care of the Center
 Identify, prevent, and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101
 Be open to ask for assistance and initiate assistance and follow directions of supervisor
 Perform other duties as assigned

Physical Requirements:

Communication - English speaking	Sitting for 1-2 hours continuously
Driving vehicles	Standing 3-4 hours continuously
Hearing for conversation	Stooping, kneeling, bending, twisting, crouching, crawling
Lifting up to 50 lbs.	Use of hands, wrists, and fingers
Pushing/pulling up to 50 lbs.	Vision for supervision, driving, and reading
Reaching overhead and in front of body	Walking for short distances

Responsible to: Chief Operating/Compliance Officer

Supervision of: Assigned personnel

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee's performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given an opportunity to ask questions concerning it.

Staff Signature

Staff Printed Name

Supervisor Signature

Supervisor Printed Name

Date