

**NINTH DISTRICT OPPORTUNITY, INC.
GAINESVILLE, GEORGIA**

JOB TITLE: **Center Director**

JOB CLASSIFICATION: Exempt

GENERAL JOB DESCRIPTION:

Coordinates and supervises all activities within the local program. Ensures that all phases of the local program are in compliance with the Head Start Performance Standards, Ninth District Opportunity, Inc. Policies and Procedures, other applicable local, state and federal regulations and follows guidelines set forth in the Procedures Manual and Operations Plan. Supervises the local staff and represents the program within the local community.

SPECIFIC JOB DUTIES:

- 1) Works cooperatively and communicates effectively with local staff, Head Start Director, and Central Office staff.
- 2) Serves as a role model for children, parents, staff and community persons and conducts self professionally at all times.
- 3) Supervises all local staff and volunteers.
- 4) Ensures the effective implementation of the Agency's school readiness plan.
- 5) Keeps Parent Committee informed of the progress of the program and works cooperatively with the Committee in making decisions concerning program planning/implementation.
- 6) Ensures the enhancement of parent-child relationship that supports the parents' role as the educator of their child.
- 7) Coordinates the recruitment of children and families for the program.
- 8) Ensures local program has adequate equipment, supplies and food and recommends purchases according to local budget.
- 9) Ensures accurate documentation of all programmatic activities and proper submission of all statistical, financial and narrative reports.
- 10) Ensures work schedules of staff are flexible and adequately meet the needs of program and families served.
- 11) Conducts and/or coordinates staff and parent training sessions, staff/parent meetings and fosters professional development.
- 12) Works cooperatively with community groups to establish partnerships to meet local goals, mobilize community resources and serve as advocate and spokesperson for families, children and staff.
- 13) Maximizes the recruitment, training and utilization of volunteers ensuring the completion of volunteer records.
- 14) Supervises bus maintenance/documentation/cleanliness and monitors bus drivers to ensure safety of children and staff.
- 15) Utilizes technology to effectively manage the local program.
- 16) Evaluates, on a continual basis, the effectiveness of the program's delivery system and corrects deficiencies identified.
- 17) Provides new staff training to include center rules, job responsibilities and other information applicable to the local program.
- 18) Evaluates staff performance and assists staff in the development of individual professional development plans.
- 19) Ensures the smooth transition of children and families into the local program and to their next educational setting.

- 20) Ensures the cleanliness/maintenance/safety of facilities and equipment.
- 21) Ensures all vacant staff positions are filled in a timely manner.
- 22) Ensures staff: child ratio is met at all times.
- 23) Participates in pre-service/in-service training, securing 15 hours of training/year and maintains an up-to-date list of all training received.
- 24) Maintains confidentiality.
- 25) Performs other duties as assigned by supervisor.

ESSENTIAL FUNCTIONS:

Lifting and carrying up to 40 pounds occasionally.
 Pushing and pulling up to 20 pounds occasionally.
 Sitting frequently.
 Standing occasionally.
 Walking occasionally.
 Use of hands and arms constantly.

SKILLS AND ABILITIES:

- 1) Ability to communicate effectively and professionally both orally and in writing.
- 2) Ability to accept supervision and follow directions with minimum instructions and supervision.
- 3) Ability to use independent judgment within established policies and procedures.
- 4) Ability to supervise and provide leadership.
- 5) Ability to plan and organize effectively.
- 6) Ability to design and conduct training sessions for adults.
- 7) Ability to work with individuals with a wide range of experiences and ethnic/cultural backgrounds.
- 8) Ability to work with local organizations/agencies to establish effective partnerships within the community.
- 9) Ability to manage multiple tasks.
- 10) Ability to utilize technology in the supervision/monitoring of the program.
- 11) Ability to read and comprehend the English language.

QUALIFICATIONS:

- 1) Degree in Early Childhood Education, Social Work, Business Administration or related field (Degree in field other than ECE/Child Development will require a minimum of 3 months qualifying child care experience.)
- 2) Knowledge of child growth and development
- 3) Background in activities dealing with supervision of personnel and financial management
- 4) Knowledge of basic computer skills and predominant software (word processing, spreadsheets, email, Internet).
- 5) Experienced driver with a valid driver's license and a vehicle that can be used on the job
- 6) Must be creative, flexible, motivated and persistent
- 7) Must secure an acceptable criminal records check
- 8) Must possess current CPR/1st Aid certification

Important Notes

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Head Start Director.) It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

I have read the above job description and understand these duties will be utilized in evaluating my job performance.

 Center Director Signature

 Date

 Printed Name

 County