

**TRI-COUNTY COMMUNITY ACTION, INC.**  
**PROJECT HEAD START & EARLY HEAD START**  
**JOB DESCRIPTION**

**JOB TITLE:** Center Director

**DEPARTMENT:** Head Start and Early Head Start

**CLASSIFICATION:** Full time; ~~Non~~-Exempt

**GENERAL DESCRIPTION:** The Center Director must be a person who can assume all responsibilities as well as regular classroom duties. She/he must take responsibility for the care and safety of all children and staff in the center and assume supervisory responsibility of all center employees. She/he must be able to be firm without being inflexible 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 Director must be able to maintain cordial relationships with all community resources agencies and civic group representatives. Good communication skills are vital.

**QUALIFICATIONS:** B.A., B.S., or Associate degree desirable. A high school diploma and some college necessary. Child Development Associate Degree (CDA) desirable or Certificate Level I and II. If does not have CDA or Certificates, will acquire within one years from first day of employment. Must also obtain Director's Licenses from Child Care Licensing's as soon as possible after employment.

**EXPERIENCE:** Experience in employee supervision. Experience teaching/working with young children in public or private kindergarten, Head Start, or Day Care. Knowledge of nutrition, health and early childhood development needed.

**DUTIES:**

- Coordinates and supervises center staff and daily activities of the center. Collects time and attendance reports and other reports as required, delegates responsibility not detailed in job description, assigns volunteers and job training personal, holds monthly staff and provides climate for resolving personnel difficulties.
- Contact Policy Council members of all meetings and committee meetings. Post notices in the centers. Provide transportation to meetings when needed.
- See that good housekeeping standards are maintained and sees that maintained of supplies and equipment is adequate.
- Is responsible for building and grounds and for reporting repairs to the Head Start Director/Administrative Assistant.

- Is responsible for all equipment, maintains a proper list, conducts periodic property inventory with agency financial officer.
- Submits center purchase requests for program, maintenance and beneficiary supplies, food, health services and staff travel within prescribed budget limitations.
- Coordinates and conducts periodic job performance evaluations on all staff according to policy.
- Interviews parents, recruits and assigns children to classes after enrollment.
- Maintains and submits accurate records of in-kind donations and volunteer services for non-federal share.
- Ensures two home visits are conducted annually for each child enrolled by their teacher and documentation is accurate.
- Ensures two parent conferences are conducted annually for each child enrolled by their teacher and documentation is accurate.
- Prepares daily attendance records, ensures children's records are maintained and performance other recording keeping task required by the program.
- Oversees and approves educational materials, lesson plans and daily actives prepared by teachers at least two week in advance for implementation into the classroom. Also approved any changes to the above.
- Maintains an orderly physical environment conducive to the optional growth and development of the children.
- Assumes responsibility for the equipment and materials along with teaches in the center and helps children learn appropriate use and care of materials and equipment.
- Encourages habits of safety in handling work and play materials.
- Promotes good eating habits by periodically sitting at the table and eating with the children during mealtime, conversing with them, and encouraging good table manners by the model he/she demonstrates.
- Supervise staff/classrooms to insure that:
  - Strenuous activities are balanced with periods of quite activates and rest.
  - Individual differences in children are recognized with activities and expectations adjusted accordingly.
  - Deviant behavior is dealt with constructively.
  - Children brush daily.
  - Food service regulations are followed.
- Supervise and assist in the delivery of complete health services to all children enrolled.
- Supervise teachers to ensure daily health checks are conducted and documented properly.
- Oversee all referrals necessary to secure social services needed by families of the children.
- Ensure compliance with Head Start Performance Standards.
- Assist in recruitment of volunteers for every segment of the community.

- Ensure teachers are completing proper documentation in Child Plus daily. Ensure teachers are completing daily attendance and meal count.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Must be able to lift and/or move 20 to 25 pounds.
- Provide Ongoing Monitoring Tool to the Compliance Coordinator monthly.
- Knowledge of various software programs such as Word, Excel, Power-Point, and Child Plus.
- Act as Mentors to teachers and follow mentoring schedule.
- Assist with Self-Assessment and Community Assessment as needed.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned task relevant to the effective operation of the program or other task assigned by supervision.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion

**SUPERVISORY DUTIES:**

Supervise all staff in his/her center

**IMMEDIATE SUPERVISOR:**

HS/EHS Director